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Job Performance Measurement Test Package for the Navy Radiomen

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This report contains all the test instruments for performance measurement of Navy radiomen.

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FOREWORD

This report contains all the test instruments that were developed to assess the technical proficiency and job performance of first-term radioman personnel.

The research reported here is expected to benefit the operational, training, and research communities of the Armed Services and the field of Industrial/Organizational Psychology generally. This research was funded primarily under P.E. 63707N and project number R1770 (Manpower and Personnel Systems).

JOHN J. PASS
Director, Personnel Systems Department

CONTENTS

INTRODUCTION

A comprehensive measurement package was developed to assess the technical proficiency and job performance of first-term Radioman (RM) personnel. That work has been documented in Lammlein and Baker (1987)[1] and Baker, Ford, Doyle, Schultz, Hoffman, Lammlein, and Owens-Kurtz (1988).[2] Subsequently, the test package was administered to a sample of first-term RMs in the CONUS and Hawaii (see Baker, Ford, Doyle, Schultz, Hoffman, Lammlein, and Owens-Kurtz (in press).[3] Later reports will detail the results of field testing and data analyses.

The instruments and other materials used in the project are presented in the sections of this report to follow. The comprehensive performance measurement package is available as a set or as individual components from Navy Personnel Research and Development Center.

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[1]Lammlein, S. E., & Baker, H. G. (1987). Developing performance measures for the Navy radioman (RM): Selecting critical tasks (NPRDC Tech. Rep. 87-13). San Diego: Navy Personnel Research and Development Center.

[2]Baker, H. G., Ford, P., Doyle, J., Schultz, S., Hoffman, R. G., Lammlein, S. E., & Owens-Kurtz, C. K. (1988). Development of performance measures for the Navy radioman (NPRDC Tech. Note 88-52). San Diego: Navy Personnel Research and Development Center.

[3]Baker, H. G., Ford, P., Doyle, J., Schultz, S., Hoffman, R. G., Lammlein, S. E., & Owens-Kurtz, C. K. (in press). Pilot test for radiomen. San Diego: Navy Personnel Research and Development Center.

APPENDIX A

HANDS-ON SCORERS ORIENTATION

HANDS-ON SCORERS ORIENTATION

OVERALL OBJECTIVE OF THE PROJECT

- To look at how well entry tests (like ASVAB) predict actual job performance.
- Two parts to the project:
  1. Develop and try-out job performance measures.
  2. Look at the relationship between the entry test and job performance measures.

OBJECTIVE OF THIS PHASE

- Try out job performance measures
  1. Written tests
  2. Ratings by supervisors
  3. Hands-on measures

OBJECTIVE OF ADMINISTRATION OF HANDS-ON MEASURES

- Administer tests in a standardized manner.
  1. Equipment conditions and set-up.
  2. Scorers' manner and method of scoring:
     a. Treat all RM professionally.
     b. Present instructions as written.
     c. Score every performance measure.
- Test, don't train.
  1. Unless specific instructions say so, do not tell RM how to do any step.
  2. Instruct RM: "Do the best you can."
  3. If a RM cannot perform a step after trying:
     a. Score the step NO-GO.
     b. Tell the RM: Go on with the rest of the task.
     c. If a RM cannot continue, write "stopped" and score the rest of the measures NO-GO.
  4. Provide NO Feedback:
     a. Be careful what you say.
     b. Watch your expressions.
- Good scorers are the most important part of hands-on testing.

SCORER ORIENTATION

The overall purpose of this project is to develop a comprehensive selection and classification system for the Navy. The major part of the work is to look at the relationship between how well RM do on the entry tests (like ASVAB) and how well they do on the job.

The success of the hands-on tests depends on you, the scorers who will rate each RM's performance. For the results to mean anything, things must be as much the same as we can make them--regardless of where the installation is, or who is doing the scoring. For that to happen all your actions as a scorer must be guided by two principles:

- Be sure the test conditions are the same for every Radioman.
- Apply the standard evenly to every Radioman.

Let's consider the first principle. The test conditions are all the factors that determine the difficulty of a task. For example, think of the test conditions for a task like changing the tire on a truck. The test is more difficult outside than inside the motor pool. If the test is outside, it is harder on a hill than on hardstand. The test is also harder if you do not have the right tool or if the tools do not work correctly. It is also harder to change the tire by yourself than if someone helps you.

The people who wrote the tests have described the general requirements, please do not deviate from their guidance without working through (the HOM). There may also be times when you will find some variations in the equipment that the developer did not anticipate. For example we may not have requested all the necessary tools or some tool we did request may not work correctly. In all such cases notify (the HOM) immediately. The results will not mean anything if the conditions are not the same.

The results also will not mean anything if every scorer does not apply the standard evenly to every RM. The standard describes how well a RM must do a task to pass the test. The standard is listed as performance measures. For tests where you must watch a RM do the task, the performance measures tell you what steps must be done, how to tell if the step is done right, if the steps must be done in a certain sequence, and whether there is a time limit. For tests where you must check the RM's work after the test (such as filling out a form), the performance measures tell you what points to check. In both cases, every performance measure is important and should be applied in the same way to every RM.

Now let's consider some implications of these two principles. First you must maintain the test conditions so that RM at the end of the day do not get help from the equipment or station. You may need to clean equipment periodically or clean up around the station to get rid of clues. Also you may need to do some set up steps before each RM. If you do, the cover sheet will tell you what steps are needed. Keep that sheet with you.

Your first contact with the RM you test will be when you read the instructions. Be sure you read them precisely as they are written on the scoresheet.

When you read the instructions, and in all your contact with RM being tested, your facial expression, voice inflection, and posture should be the same. You may hope people you like do well and people you do not like do poorly, but you must treat everyone the same. Your facial expression, voice, and posture must not threaten RM you test. Your demeanor should be objective, professional, and non-threatening.

In most cases you will score the test by watching the RM perform the task. Try to mark the performance measures as the RM performs the task. If you wait until the end, you may forget what happens. If you only mark the mistakes, RM might get too much information on how well they are doing. If something happens that you are not sure how to score, jot down a reminder of what happened and get with (the HOM) before you test the next person.

When you evaluate performance, rate each measure, do not add check-points to the scoresheet and do not ignore any performance measure.

There is one tendency that is especially troublesome. If you are like most good NCOs, you will want to train RM on the task. If you see someone make a mistake, every fiber of your NCO body will ache to correct the mistake. It is important, though, that you hold back. Part of the information we must collect tells how well people do on different kinds of tests for the same task and how their score changes from time to time. If there are differences between the types of tests or between the times RM are tested, we will conclude that something is wrong with the test. To correct the problems, we need to be sure that the cause of changes was not that you told them the right way. So the rule is--Provide No Feedback.

Another reason for not training RM is the first principle--every RM must be treated the same not only by you, but by every scorer. For the same reason you must be careful how you react when RM have problems during the test. Unless (the HOM) or your test instructions tell you differently, do not tell RM how to do any step. If the RM gets stuck or says he or she does not know what to do next, say, "Do the best you can." Allow about one minute and say "Go on with the rest of the task." If the RM cannot go on, write "stopped" and mark the rest of the measures in this section NO-GO. If you think a RM is pretending not to be able to do anything, write "no effort" and send the RM to the control NCO.

We conclude with the same point we started with. You are the most important person for us to get information on these tests that means anything. A lot of things can go wrong in this kind of project, but we must know that the scorers did their job.

RADIOMAN ORIENTATION

The purpose of this project is to improve the tests that Radiomen take before they come into the Navy. These tests determine which jobs each person can enter. The approach for improving the tests is to get a large amount of information about how well a large number of RM do their job and compare that information with their scores on the entry tests. One of the jobs that is being studied is Navy Radioman.

Your role in the project is to take a set of measures of job performance so we can find how well the measures work. The results from the measures will be used only for research purposes. Refer to the disclosure form on your desk. Read it silently while I read it aloud. (Read Form)

The results will have no direct effect on your career. There is no reason to be nervous, but the results are being reviewed at the highest levels of the Navy, so of course we expect you to do the best you can.

We think you might enjoy your time on this project. It should be a break in your routine. We are looking forward to working with you.

APPENDIX B

RADIOMAN HANDS-ON TESTS: INSTRUCTIONS AND SCORE SHEETS

BROADCAST OPERATOR
LOG INCOMING MESSAGES
FILE MESSAGES
MANUALLY ROUTE MESSAGES

Equipment Required To Set Up Station and Conduct Test

2 Receive teletypes with transmitter/distributors
2 Circuit logs (attached)
2 Tapes containing punched messages (messages attached)
Broadcast fillers (attached)
Manila folder to serve as broadcast file
Central message log (attached)
Command guard list (attached)
Internal routing guide (attached) in acetate folder
General message log (attached)
Naval filler blanks (attached)
Manila folder to serve as communication center file
Pencil
Grease pencil
Bag

Procedure To Set Up Station And To Be Performed Before Testing Each Radioman

1. This is a four-part test (4 separate score sheets). Tests are to be administered in the following sequence: Broadcast Operator, Log Incoming Messages, File Messages, and Manually Route Messages.

2. Set up perforated tapes to feed through transmitter/distributor to TTYs.

3. If TTYs are not available, use the hard copy messages (provided). Give the Radioman the messages in a pattern similar to what would be expected in the Radio Shack.

Procedures To Conduct And Score Test

Part I - Broadcast Operator

1. Lay out manila folder, two circuit logs, broadcast fillers and broadcast file.

2. When Radioman is ready, start the tapes through the TTY's.

3. This is a product scored test. When Radioman processes all messages, take the completed log and score it accordingly.

4. Note: Start Radioman on part two while you score part one.

Part 2 - Log Incoming Messages

1. Lay out the central message log, command guard list, and internal routing guide.

2. Pull out designated messages (9) from the Broadcast file. Use message numbers:

327	330
274	275
323	331
329	277
324	

3. The Radioman logs only those nine messages.

4. Score Radioman's entries on scorer's master and score Go/No-Go accordingly.

Part 3 - File Messages

1. Lay out the Communications Center file, Naval filler blanks and the general message log.

2. Use the same nine messages from Part 2 and have the Radioman file them.

3. Score log entries and fillers.

Part 4 - Manually Route Messages

1. Lay out the command guards list, internal routing guide, grease pencil and four (4) messages to be routed.

2. Select messages 327, 275, 277, and 324 from the nine (9) messages used in Parts two and three.

3. Wipe plastic coated routing guide clean.

4. Have Radioman write distribution on each message routed.

5. Score each message product completely.

Radioman Hands-on Test

Task 1

Broadcast Operator

Scorer: _____ Radioman: _____

Date: _____ ID #: _____

BROADCAST OPERATOR
(Screen Incoming Messages, Monitor Channel,
Receive Message Traffic)

INSTRUCTIONS TO RADIOMAN: For this test you act as a broadcast operator and monitor your assigned channels for messages. You must open your circuit logs, receive message traffic, process the messages and maintain the Broadcast File. Are you ready to receive messages? Begin.

PERFORMANCE MEASURES:	GO	NO-GO
Opened Circuit Log (HMAA)		
1. Recorded current RADAY on Broadcast Circuit Number Log.	____	____
2. Recorded broadcast channel designator on Broadcast Circuit Number Log.	____	____
3. Recorded channel designator as HMAA.	____	____
4. Drew line above first broadcast channel number to be copies.	____	____
5. Drew diagonal lines through previous numbers not copied (X).	____	____
6. Recorded first 3 digits of channel sequence number indicated on first broadcast number copied.	____	____
Opened Circuit Log (HMCC)		
7. Recorded current RADAY on Broadcast Circuit Number Log.	____	____
8. Recorded broadcast channel designator on Broadcast Circuit Number Log.	____	____
9. Recorded channel designator as HMCC.	____	____
10. Drew line above first broadcast channel number to be copied.	____	____
11. Drew diagonal lines through previous numbers not copied (X).	____	____
12. Recorded first 3 digits of channel sequence number indicated on first broadcast number copied.	____	____

PERFORMANCE MEASURES:	GO	NO-GO
Processed Messages		
13. Filed non-addressed messages in broadcast file.	____	____
14. Logged addressed messages by drawing a circle around number and appropriate classification designator.	____	____
15. Filled out Broadcast fillers for each addressed and General message.	____	____
16. Placed messages/fillers in number order.	____	____
17. Placed messages/fillers in Broadcast file.	____	____
18. Logged non-addressed messages by drawing a diagonal line through the BCST number.	____	____
19. Logged (BUST) cantran message by drawing a diagonal line through the number and writing BUST across classification designators.	____	____
20. Logged incomplete message by writing ZES-2 to the right of the classification designator.	____	____
21. Logged garbled message by writing ZES-2 to the right of the classification designator.	____	____
22. Advance routed Flash message.	____	____
Closed Circuit Log		
23. Drew straight line under last number copied.	____	____
24. Drew diagonal lines through remaining numbers.	____	____

Radioman Hands-on Test

Task 2

Log Incoming Messages

Scorer: _____ Radioman: _____

Date: _____ ID #: _____

LOG INCOMING MESSAGES

INSTRUCTIONS TO RADIOMAN: For this test you must log the general and addressed messages you have received. (Check to be sure RM has all messages).

PERFORMANCE MEASURES:	GO	NO-GO
1. Put messages in precedence order.	____	____

Flash:	CC00327	Priority:	AA00275
Immed:	AA00274		CC00331
	CC00323		
	CC00329	Routine:	AA00277
	CC00330		CC00324

NOTE TO SCORER: Score PM 1 GO if messages are grouped by precedence. They do not have to be in order within precedence categories.

2. Logged addressed and general messages in Central Message Log.	____	____
3. Recorded one or two last characters of broadcast channel and channel sequence number for each message (may be with number or under Channel).	____	____
4. Recorded precedence of each message.	____	____
5. Recorded DTG of each message.	____	____
6. Recorded originator of each message.	____	____
7. Recorded subject of each message.	____	____
8. Recorded classification of each message.	____	____
9. Recorded time of file for each message.	____	____

Radioman Hands-on Test

Task 3

File Messages

Scorer: _____ Radioman: _____

Date: _____ ID #: _____

FILE MESSAGES

INSTRUCTIONS TO RADIOMAN: Now prepare the messages for filing in the commcenter file.

PERFORMANCE MEASURES:	GO	NO-GO
1. Prepared file for general messages.	____	____
2. Prepared filler for each readdressal on readdressal messages.	____	____
3. Prepared fillers for general messages.	____	____
4. Logged general messages in general message log.	____	____
5. Logged and filed general messages in serial number order.	____	____
6. Filed all messages and fillers in date time group order in commcenter file.	____	____

Radioman Hands-on Test

Task 4

Manually Route Messages
(Using Internal Routing Guide)

Scorer: _____ Radioman: _____

Date: _____ ID #: _____

MANUALLY ROUTE MESSAGES
(Using Internal Routing Guide)

INSTRUCTIONS TO RADIOMAN: Now you will act as the inrouter distribution clerk. You will work with four messages you have received. Take these messages from the file:

1. CC00327 (BEARD IRON)
2. AA00275 (LOG REQ REPLY)
3. AA00277 (SAFETY PROGRAM)
4. CC00324 (SOFTWARE SUPPORT)

Use the internal routing guide to determine the distribution and number of copies for each message.

PERFORMANCE MEASURES:	GO	NO-GO
Message 1 (BEARD IRON)		
1. Recorded distribution as: CO/XO/OPS/COMM	____	____
2. Recorded correct number of copies for distribution (may include one for file but does not have to).		
3. Underlined target office and circled number of copies.	____	____
Message 2 (LOG REQ REPLY)		
4. Recorded distribution as: CO/XO/SUPP/COMM	____	____
5. Recorded correct number of copies for distribution.	____	____
6. Underlined target office and circled number of copies.	____	____
Message 3 (SAFETY PROGRAM)		
7. Recorded distribution as: CO/XO/OPS/COMM/NAV/WEPS/ DECK/EWS/SUPP/MED	____	____
8. Recorded correct number of copies for distribution.	____	____
9. Underlined target office and circled number of copies.	____	____
Message 4 (SOFTWARE SUPPORT)		
10. Recorded distribution as: COMM	____	____
11. Recorded correct number of copies for distribution.	____	____
12. Circled number of copies.	____	____

Radioman Hands-on Test

Task 5

Perform Preventive Maintenance on Receivers
Using MRC (R-1051/D)

PERFORM PREVENTIVE MAINTENANCE ON TRANSMITTERS USING MRC (AN/URT-23)

Equipment Required To Set Up Station And Conduct Test

Screwdriver (6", flat tip)
MRC W-3 (copy attached)

Procedures To Be Performed Before Testing Each Radioman

1. Lay out MRC and screwdriver.
2. Turn PRIMARY POWER to OFF.
3. Set mode selector switch to STANDBY.

Procedures To Conduct And Score Test

1. If the Radioman is not finished in 12 minutes, score PM 16 NO-GO but allow the Radioman to continue.
2. Radiomen should follow the sequence on the MRC. If a Radioman reverses the order of some steps but does the steps correctly, score the PM for the steps GO and score PM 17 NO-GO. If a Radioman omits a step, score the PM for the step NO-GO but (if the steps done were in the MRC sequence) score PM 17 GO.
3. If the Radioman attempts to do steps not on MRC, say "You do not have to do that," and score PM 18 NO-GO.

Scorer: _____ Radioman: _____

Date: _____ ID #: _____

PERFORM PREVENTIVE MAINTENANCE ON RECEIVERS USING MRC (R-1051/D)

INSTRUCTIONS TO RADIOMAN: For this test you must perform the periodic maintenance as prescribed by Maintenance Requirement Card S-39 for the AN/WRC-1 radio set, R-1051 receiver. The tools and equipment you will need are here. You have 12 minutes.

PERFORMANCE MEASURES:	GO	NO-GO
1. Set receiver mode selector to position other than OFF or STBY.	___	___
2. Set CPS (HZ) selector to V.	___	___
3. Verified vernier indicator lamp was flashing.	___	___
4. Set mode selector switch to OFF.	___	___
5. Loosened chassis retaining screws--withdrew chassis approximately 2".	___	___
6. Set mode selector switch to LSB.	___	___
7. Verified vernier indicator lamp was not flashing.	___	___
8. Set mode selector switch to OFF position.	___	___
9. Filled out safety tag record.	___	___
10. Turned off then tagged bulkhead power switch (or removed AC power plug from receptacle and tagged).	___	___
11. Rotated MCS/MHz and KCS/KHz controls through operating range.	___	___
12. Checked that each digit centered in window.	___	___
13. Withdrew chassis until machanical stops engaged.	___	___
14. Released locks and tilted chassis upward 90°.	___	___
15. Connected shorting probe clamp to unpainted grounded surface.	___	___

NOTE TO SCORER: Be sure the probe is sufficiently grounded before the RM touches any components.

PERFORMANCE MEASURES:	GO	NO-GO
16. Touched capacitors and resistors with probe.	____	____
17. Wiped accessible surfaces with a rag.	____	____
18. Used brush to remove dust and dirt from areas not easily accessible.	____	____
10. Removed remaining dust and dirt with vacuum.	____	____
20. Inspected interior of equipment. (Looked for foreign matter, bulged or leaking capacitors, scorched components, cracked or frayed insulation and loose connectors.)	____	____
21. Rotated each MCS/KHz and KCS/KHz control.	____	____
22. Inspected gear teeth and chains for proper lubrication.	____	____
NOTE TO SCORER: Tell RM grease is clean and not dried out.		
23. Released locks and lowered chassis to horizontal position and engaged locks.	____	____
24. Removed old grease from cabinet and chassis slide tracks with a rag.	____	____
INSTRUCTION TO RADIOMAN: You do not have to apply the grease or oil but you do have to show me where you would apply the grease and oil.		
25. Indicated that grease should be applied to cabinet and chassis slide tracks.	____	____
26. Indicated that oil should be applied to chassis wheel type bearings.	____	____
27. Released catches and slid chassis in and out of cabinet to distribute grease on slide tracks and bearings.	____	____
28. Slid chassis into cabinet.	____	____
29. Tightened retaining screws.	____	____
30. Removed tag and restored power.	____	____
31. Entered IN time on safety tag record.	____	____
32. Completed maintenance within 12 minutes.	____	____
33. Followed sequence as prescribed by MRC.	____	____
34. Performed only steps required by MRC.	____	____

Radioman Hands-on Test

Task 6

Prepare Message on DD173

PREPARE MESSAGE ON DD173

Equipment Required To Set Up Station And Conduct Test

Draft message
Teletypewriter (TTY)
DD 173/1 (Blank)
NTP-3

Procedures To Set Up Station And To Be Performed Before Testing Each Radioman

1. Lay out blank DD 173/1.
2. Provide to radioman draft message to be sent.

Procedures To Conduct And Score Test

1. Radioman may use references.
2. Score a typographical error on any entry as a NO-GO for the entry on the "finished" product.
3. After radioman prepares tape, run it through the printer onto a DD 173/1.
3. Score GO/NO-GO according to "finished" JMF provided in scorer package.

Scorer: _____ Radioman: _____

Date: _____ ID #: _____

PREPARE MESSAGE ON DD173

INSTRUCTIONS TO RADIOMAN: For this test you must prepare a joint messageform in the correct format using this draft message. You may use this guide.

PERFORMANCE MEASURES:	GO	NO-GO
Heading		
1. Typed UNCLASSIFIED in Security Classification block.	____	____
2. Typed classification in upper case only.	____	____
3. Typed UUUU in Class Block.	____	____
4. Typed class in upper case only.	____	____
5. Aligned typing with horizontal reference line.	____	____
6. Typed all characters in Heading within borders of appropriate blocks.	____	____
7. DTG/Release time 201240Z.	____	____
8. Typed first page 01 of 01 in Page block.	____	____
9. Typed PP in Act block.	____	____
10. Typed RR in Info block.	____	____
11. Typed 1401240 in Message ID block.	____	____
12. Left Book block blank.	____	____
Text Heading		
13. Typed: FROM: COMNAVTELCOM WASHINGTON DC	____	____
14. Typed: TO: CINCLANTFLT NORFOLK VA	____	____
15. Typed: INFO CDRMTMCWA OAKLAND CA MTW CM (Must be aligned with FROM/TO)	____	____
16. Typed UNCLAS //N02319// two lines below Info line.	____	____
17. Typed SUBJ: TELECOMMUNICATIONS PLANNING CONFERENCE two lines below Classification line.	____	____
18. Aligned classification and subject along left margin.	____	____

PERFORMANCE MEASURES:	GO	NO-GO
Message Text		
19. Started text two lines below SUBJ line.	____	____
20. Typed text so no more than 69 characters were in any line.	____	____
21. Double spaced the text.	____	____
22. Typed text without typographical errors.	____	____
23. Left Distribution block blank.	____	____
24. Typed I.B. WET, LCDR in Drafter block.	____	____
25. Typed J.A. SEA, CAPT in Releaser block.	____	____
26. Typed UNCLASSIFIED in Security Classification block.	____	____
27. Typed 201240Z SEP 86 in Date Time group.	____	____

Radioman Hands-on Test

Task 7

Verify Outgoing Messages on DD173 For Completeness, Accuracy, Format, and Releasing Signature

VERIFY OUTGOING MESSAGES ON DD 173 FOR COMPLETENESS, ACCURACY, FORMAT, AND RELEASING SIGNATURE

Equipment Required to Set Up Station And Conduct Test

Six messages, A thru F
Red pencil
Six document protectors

Procedures To Set Up Station And To Conduct and Score Test

1. Insure messages are in sequence A thru F before testing radioman.
2. Score false sensings as NO-GO.
3. Score each message as final product based upon red checkmarks at each block of text.

Scorer: _____ Radioman: _____

Date: _____ ID #: _____

VERIFY OUTGOING MESSAGES ON DD173 FOR
COMPLETENESS, ACCURACY, FORMAT, AND RELEASING SIGNATURE

INSTRUCTIONS TO RADIOMAN: For this test you must read the messages and verify they are complete, accurate and formatted correctly. Any mistakes, ommisions or inaccuracies you find indicate by checking that part on the DD173 form with this red pencil.

PERFORMANCE MEASURES:	GO	NO-GO
Message A		
1. Indicated subject was line missing.	____	____
2. Indicated date/time group was omitted.	____	____
A. Did not have any false sensings on Message A.	____	____
Message B		
3. Indicated the word quote should follow line 1 on next line.	____	____
4. Indicated word unquote should appear on line following last message line.	____	____
B. Did not have any false sensings on Message B.	____	____
Message C		
5. Indicated Class block had no symbol.	____	____
C. Did not have any false sensings on Message C.	____	____
Message D		
6. Indicated Page block omitted.	____	____
7. Indicated paragraphs were not numbered.	____	____
D. Did not have any false sensings on Message D.	____	____
Message E		
8. Indicated Message Originator block was blank.	____	____
E. Did not have any false sensings on Message E.	____	____

PERFORMANCE MEASURES:	GO	NO-GO
Message F		
9. Indicated Action block was omitted.	____	____
10. Indicated ALCOM message sequence/date identifier was missing.	____	____
11. Indicated releaser block was omitted.	____	____
F. Did not have any false sensings on Message F.	____	____

False Sensings:	Number of False Sensings
Message A	____
Message B	____
Message C	____
Message D	____
Message E	____
Message F	____

Possible GOs: 11

NO-GOs: ____

False Sensings: ____ (count as NO-GOs)

TOTAL: ____

Subtract total NO-GOs from 11: Score ____
(minus number is possible)

Radioman Hands-on Test

Task 8

Prioritize Outgoing Messages According to Precedence and Time of Receipt

PRIORITIZE OUTGOING MESSAGES ACCORDING TO PRECEDENCE AND TIME OF RECEIPT

Equipment Required To Set Up Station And Conduct Test

Set of message forms (attached)

Procedures To Set Up Station And To Conduct and Score Test

1. Put the messages in alphabetical order and hand them to the Radioman when you read the first INSTRUCTIONS.

2. Record the order of the messages after the Radioman completes the sorting.

   The correct order is shown below. This order would be scored GO on the first six measures:

1. C	5. G
2. B	6. F
3. D	7. E
4. A	

   The following order would be scored four GOs (2,3,4, and 5) and two NO-GOs (1 and 6):

1. B	5. G
2. D	6. E
3. C	7. F
4. A	

3. For PM 7 through 10 show the Radioman the message in the INSTRUCTIONS (one per priority) and ask what the speed of service objective is for that message.

4. For PM 7 through 10, the Radioman must give a time period. For example, if he or she says the time objective for Flash is as soon as possible, ask "What is the maximum time you have?" The maximum time must correspond to the time in the PM: score "5 to 10 minutes" as GO but score "10 to 15 minutes" as NO-GO.

Scorer: _____ Radioman: _____

Date: _____ ID #: _____

PRIORITIZE OUTGOING MESSAGES ACCORDING TO PRECEDENCE AND TIME OF RECEIPT

INSTRUCTIONS TO RADIOMAN: For this test you must screen a series of message headings and put the messages in the order they should be transmitted. You did not receive the messages at the same time.

Order of Radioman's Messages:

1. ____ 5. ____
2. ____ 6. ____
3. ____ 7. ____
4. ____

PERFORMANCE MEASURES:	GO	NO-GO
1. Message C (Flash) was first.	____	____
2. Message B came before Message D.	____	____
3. Messages B and D (Immediate) came before Message A or G (Priority).	____	____
4. Message A came before Message G.	____	____
5. Messages E and F (Routine) came last.	____	____
6. Message F came before Message E.	____	____
INSTRUCTIONS TO RADIOMAN: What is the time objective for Message C? (Flash)		
7. Stated: "Less than ten minutes."	____	____
INSTRUCTIONS TO RADIOMAN: What is the time objective for Message B? (Immediate)		
8. Stated: "30 minutes."	____	____
INSTRUCTIONS TO RADIOMAN: What is the time objective for Message A? (Priority)		
9. Stated: "Three hours."	____	____
INSTRUCTIONS TO RADIOMAN: What is the time objective for Message E? (Routine)		
10. Stated: "Six hours."	____	____

Radioman Hands-on Test

Task 9

Change Paper/Ribbons on Teletypes and Printers

CHANGE PAPER/RIBBONS ON TELETYPES AND PRINTERS

Equipment Required To Set Up Station And Conduct Test

Teletype AN/UGC-6
Teletypewriter roll paper
Teletypewriter paper tape
Teletypewriter ribbon

Procedures To Be Performed Before Testing Each Radioman

1. Insure AN/UGC-6 is operational.
2. Lay out roll paper, paper tape roll, and extra ribbons.
3. Turn TTY power on.

Procedures To Score Test

1. Score each section of the test separately. For example, wait until the radioman completes the operations check for paper and printer ribbon before giving the instructions for changing the perforator ribbon.

Scorer: _____ Radioman: _____

Date: _____ ID #: _____

CHANGE PAPER/RIBBONS ON TELETYPES AND PRINTERS

INSTRUCTIONS TO RADIOMAN: For this test you must change the teletypewriter paper, ribbons and tape. First change the roll paper and printer ribbon.

PERFORMANCE MEASURES:	GO	NO-GO
1. Turned power off.	____	____
2. Lifted then locked cabinet dome open by depressing release buttons and lifting dome fully open.	____	____
3. Pushed back paper release lever.	____	____
4. Pushed back on spindle retainers.	____	____
5. Removed spindle and roll paper from machine by pulling spindle up.	____	____
6. Oriented roll paper to feed from top then mounted spindle into spindle retainers.	____	____
7. Routed paper roll over pressure bail, between platen and pressure rollers, and under paper finger.	____	____
8. Lifted ribbon locks on spools.	____	____
9. Removed ribbon spools by lifting spools from shaft pins.	____	____
10. Disengaged ribbon from rollers, reverse levers, and ribbon guides.	____	____
11. Seated printer ribbon spools onto shaft pins.	____	____
12. Threaded ribbon through ribbon rollers, reverse levers, and ribbon guides.	____	____
13. Locked spools on shaft pins and took up slack by rotating spool.	____	____
INSTRUCTIONS TO RADIOMAN: Now change the perforator ribbon.		
14. Lifted ribbon locks on spools.	____	____
15. Removed forward perforator ribbon spool from shaft pin.	____	____
16. Disengaged forward perforator ribbon from roller, ribbon reversing arm and ribbon guide.	____	____

PERFORMANCE MEASURES:	GO	NO-GO
17. Disengaged after perforator ribbon from roller, ribbon reversing arm and ribbon guide.	____	____
18. Seated perforator ribbon spool on forward shaft pin.	____	____
19. Threaded perforator ribbon over forward roller through ribbon reversing arm, under ribbon guides, through after ribbon reversing arm and roller.	____	____
20. Checked ribbon was free of twists.	____	____
21. Seated second ribbon spool on after shaft pin.	____	____
22. Locked ribbon spool on after shaft.	____	____
23. Took up slack on perforator ribbon by rotating spool.	____	____
INSTRUCTION TO RADIOMAN: Now change the perforator tape.		
24. Tore tape between spool and perforator and removed excess tape from perforator.	____	____
25. Removed tape spool with tape container spindle from tape container.	____	____
26. Oriented perforator tape spool and placed into tape container so tape fed from the bottom and over the top bracket.	____	____
27. Tore leading end of the perforator tape and fed end from base tape guide rollers on top into tape chute.	____	____
28. Pushed tape down under die wheel, while holding tape tension release arm down until tape was engaged by feed wheel.	____	____
29. Turned on power.	____	____
30. Depressed LTR key one function at a time until tape fed through punch block.	____	____
31. Depressed RPT key to check tape feed.	____	____
32. Extended tape beyond edge of cabinet and over tape aperture.	____	____
33. Tested ribbon and paper by striking keys and observing that spools, ribbon, paper, and perforator ribbon feed properly.	____	____
34. Closed cabinet dome.	____	____

Radioman Hands-on test

Task 10

Perform Preventive Maintenance on Transmitters
Using MRC (AN/URT-23)

PERFORM PREVENTIVE MAINTENANCE ON TRANSMITTERS USING MRC (AN/URT-23)

Equipment Required To Set Up Station And Conduct Test

Screwdriver (6", flat tip)
MRC W-3 (copy attached)

Procedures To Be Performed Before Testing Each Radioman

1. Lay out MRC and screwdriver.
2. Turn PRIMARY POWER to OFF.
3. Set mode selector switch to STANDBY.

Procedures To Conduct And Score Test

1. If the Radioman is not finished in 12 minutes, score PM 16 NO-GO but allow the Radioman to continue.
2. Radiomen should follow the sequence on the MRC. If a Radioman reverses the order of some steps but does the steps correctly, score the PM for the steps GO and score PM 17 NO-GO. If a Radioman omits a step, score the PM for the step NO-GO but (if the steps done were in the MRC sequence) score PM 17 GO.
3. If the Radioman attempts to do steps not on MRC, say "You do not have to do that," and score PM 18 NO-GO.

Scorer: _____ Radioman: _____

Date: _____ ID #: _____

PERFORM PREVENTIVE MAINTENANCE ON TRANSMITTERS
USING MRC (AN/URT-23)

INSTRUCTIONS TO RADIOMAN: For this test you must perform the periodic maintenance as prescribed by Maintenance Requirement Card W-3 for the AN/URT-23 Radio Transmitting Set. The tools you will need are here. You have 12 minutes.

PERFORMANCE MEASURES:	GO	NO-GO
Clean AN/URT-23 Radio Transmitting Set Air Filters		
1. Set MODE selector switch to OFF.	____	____
2. Removed filter from RF amplifier.	____	____
3. Removed filter from power supply (if not installed, score NA).	____	____
4. Inspected filter(s) for cleanliness.	____	____
NOTE TO SCORER: Tell RM the filter is clean.		
5. Reinstalled filter(s) (must tighten fasteners).	____	____
Test Operation of Air Vane Switch and Alarm Circuit		
6. Set PRIMARY POWER switch to ON.	____	____
7. Set MODE switch to STANDBY.	____	____
8. Waited 3 minutes.	____	____
9. Set transmitter to any unkeyed operate mode.	____	____
10. Set overload switch to alarm (set at normal - models A, B, C).	____	____
11. Removed blower fuse.	____	____
NOTE: Audible alarm should sound. Overload lamp should light.		
12. Set PRIMARY POWER switch to OFF immediately after getting alarm and light.	____	____
13. Reinstalled blower fuse.	____	____
14. Set PRIMARY POWER switch to ON.	____	____

PERFORMANCE MEASURES:	GO	NO-GO
15. Set overload switch to RESET.	____	____
16. Completed maintenance within 12 minutes.	____	____
17. Followed sequence prescribed by MRC.	____	____
18. Performed only steps required by MRC.	____	____

Radioman Hands-on Test

Task 11

Type/Format/Edit Message

TYPE/FORMAT/EDIT MESSAGE

Equipment Required To Set Up Station And Conduct Test

Message and data (enclosed)
Correct header (enclosed)
Blank paper
Teletype AN/UGC-6
ACP 131
NTP 3
NTP 3 (F)
Routing indicator and call sign

Procedures To Conduct And Score Test

1. Conduct this test in two parts. In the first part give the Radioman the routing indicator and his call sign. Then have the RM write out the header on a separate piece of paper. Record the header the RM writes. If the RM does not finish in five minutes, stop him or her and record what the RM has finished.

2. For the second part of the test, give the RM the correct header and have him or her type the message. The RM can edit any mistakes. After the RM types and edits the tape, make a hard copy and score the format lines.

3. For PM 14, "Depressed 20 letter functions key," you must watch the RM. The other measures can be scored from the written header and the hard copy of the message.

4. Score any typographical error on the edited tape as incorrect data. If the only error for an entry is a typo, score the PM for data NO-GO but score the PM for format line GO.

5. Staple the hard copy message to the scoresheet.

Scorer: _____ Radioman: _____

Date: _____ ID #: _____

TYPE/FORMAT/EDIT MESSAGE

INSTRUCTIONS TO RADIOMAN: For this test you must type a message in the ACP modified 126 format. Here is the message. You will use routing indicator RUHPSUU, your call sign is NEDS, and this is your first message. First write out the header. You have five minutes to prepare the header.

RM's header: _____

Correct header: RTTUZYUW RUHPEDS0001 0231818-UUUU--RUHPSUU.

PERFORMANCE MEASURES:	GO	NO-GO
1. Precedence as R	____	____
2. Language media format as TT	____	____
3. Classification as U	____	____
4. Content indicator code as ZYUW	____	____
5. Originator as RUHPEDS	____	____
6. Station serial number as 0001	____	____
7. Julian date as 023	____	____
8. Time of file as 1818	____	____
9. Separator as -	____	____
10. Classification redundancy as UUUU	____	____
11. Start of routing signal as - -	____	____
12. Addressee as RUHPSUU	____	____
13. Period at end of routing signal .	____	____

INSTRUCTIONS TO RADIOMAN: Now type this header (give correct header) and the message. You may edit any errors.

14. Depressed 20 letter functions key.	____	____
15. Typed header on FL 2.	____	____
16. Typed header with no mistakes.	____	____

PERFORMANCE MEASURES:	GO	NO-GO
17. Typed transmission instructions on FL 4.	____	____
18. Typed: ZNR UUUUU	____	____
19. Typed preamble on FL 5.	____	____
20. Typed: R 231818Z JAN 86	____	____
21. Typed originator on FL 6.	____	____
22. Typed: FM USS BRADLEY	____	____
23. Typed action addressee on FL 7.	____	____
24. Typed: TO USS DUNCAN	____	____
25. Used separator on FL 11.	____	____
26. Typed: BT	____	____
27. Typed classification and text on FL 12.	____	____
28. Typed classification as UNCLASS // NO1234 //	____	____
29. Typed text as: SUBJ: TELETYPE PARTS REQUISITION A. USS DUNCAN 201514Z JAN 86 1. REGRET PARTS NOT AVAILABLE.	____	____
30. Used separator on FL 13.	____	____
31. Typed: BT	____	____
32. Typed: #0001	____	____
33. Typed EOM functions on FL 16.	____	____
34. Skipped 8 spaces.	____	____
35. Typed: NNNN	____	____

Radioman Hands-on Test

Task 12

Inventory Confidential and Secret Documents
Destroy Secret Documents

INVENTORY CONFIDENTIAL AND SECRET DOCUMENTS
DESTROY SECRET DOCUMENTS

Equipment Required To Set Up Station And Conduct Test

OPNAVINST 5510.1
Naval warfare publication inventory sheet
Suspense file (substitute for security container)
NTP 3
NTP 4
NWP 4
ACP 121, 122, 125, 131, 113
Naval destruction log

Materials used only to verify container contents and number on hand (may be blank paper with title only)

Procedures To Set Up Station and Conduct Test

1. Lay out inventory sheet in folder.
2. Place suspense file with documents enclosed on desk.
3. Score scoresheet as product test. Radioman checks title and quantity of publications and records results onto inventory sheet--score accordingly.

Scorer: _____ Radioman: _____

Date: _____ ID #: _____

INVENTORY CONFIDENTIAL AND SECRET DOCUMENTS
DESTROY SECRET DOCUMENTS

INSTRUCTIONS TO RADIOMAN: For this test you must inventory, determine accountability for confidential and secret materials. You are starting your shift and must assume accountability for the materials assigned to your watch station. The materials you will need are here. The documents assigned to this station are in the file there. Begin.

PERFORMANCE MEASURES:	GO	NO-GO
1. Counted publications by title.	____	____
2. Verified each publication serial number.	____	____
3. Verified each publication location within watch station file.	____	____
4. Mark for presence at block for current date.	____	____
5. Initialed inventory form in signature block.	____	____

INSTRUCTIONS TO RADIOMAN: Now you must describe how to destroy secret documents by burning. Assume you have several secret documents. How would you destroy them by burning?

1. Loaded half of material into incinerator.	____	____
2. Lighted off using match.	____	____
3. Loaded rest of material when first half of material is burned.	____	____
4. Stoked the residue periodically ensuring an even burn.	____	____
5. Insured all ash is out, no hot coals.	____	____
6. Removed ash and placed in metal container.	____	____

INSTRUCTIONS TO RADIOMAN: Now fill out the destruction certificate.

7. Recorded document destroyed by title and serial number.	____	____
8. Recorded date of destruction.	____	____
9. Signed document (scorer signs as witness).	____	____

Radioman Hands-on Test

Task 13

Establish System - Golf

ESTABLISH SYSTEM - GOLF

Equipment Required To Set Up Station And Conduct Test

AN/UGC-6L Teletype
SB-1210/UGQ Communications Patch Panel
KW-7/TSEC Crypto Device
SB-1203/UG Communications Patch Panel
AN/URT-23(V) Transmitter
SB-988/SRT Transmitter Transfer Switchboard
KWX-8/TSEC Remote Phasing Unit
SB-863/SRT Transmitter Transfer Switchboard
C-1004 Remote Transmitter Keying Unit

Procedures To Follow To Set Up Station And Conduct Test

1. Set up radio shack or select teletype and transmitter so they are on different channels than crypto devices.

2. Record equipment and frequency on circuit status board.

3. Check to be sure system is secured as listed in PM 26-35.

4. Offset the following switches:

   a. SB-1210: LOOP current

   b. SB-1203: LOOP current

   c. AN/URT-23: Range selector

   d. SB-988: Rotary switch

   e. C-1004: Rotary switch

5. For all PM that involve patching SET to LOOP (PM 3 and 11) or removing the patch (PM 32 and 34) do not let the Radioman reverse the order. If the Radioman starts to patch LOOP to SET or remove SET first, stop the Radioman, score the PM NO-GO, and do the step yourself. Have the Radioman continue the task.

6. The Radioman may prepare a system diagram to work from but may not use any publications. The diagram is not scored.

7. If the Radioman is not finished in 20 minutes, score PM 25 NO-GO but allow the Radioman to continue. If the Radioman is not finished after 30 minutes, terminate the test and score the steps not completed as NO-GO. Score all steps done correctly within 30 minutes as GO.

Scorer: _____ Radioman: _____

Date: _____ ID #: _____

ESTABLISH SYSTEM - GOLF

INSTRUCTIONS TO RADIOMAN: For this test you must set up a GOLF system to transmit from a remote position. You must connect the required components and adjust them for optimum performance. You have 20 minutes.

PERFORMANCE MEASURES:	Go	NO-GO
AN/UGC-6L Teletype		
1. Turned power switch on teletype to ON.	____	____
SB-1210/UGQ Communications Patch Panel		
2. Patched teletype to KW-7 on SB-1210 (red).	____	____
3. Patched from SET to LOOP.	____	____
4. Adjusted line current for 60ma.	____	____
KW-7/TSEC Crypto Device		
5. Turned power to ON.	____	____
6. Set R/C/P switch to C (CIPHER) before conducting alarm test.	____	____
7. Checked all 11 positions of ALARM TEST switch.	____	____
8. Set R/C/P switch to R (REMOTE).	____	____

INSTRUCTIONS TO RADIOMAN: When you checked position 6, only the ALARM light came on and you got an audio tone. What should you do?

9. Said he or she would secure the KW-7 and notify maintenance personnel.	____	____
SB-1203/UG Communications Patch Panel		
10. Patched KW-7 to channel for transmitter on SB-1203 (black).	____	____
11. Patched from SET to LOOP.	____	____
12. Adjusted line current for 60ma.	____	____

Radioman Hands-on Test

Task 14

Establish System - November

ESTABLISH SYSTEM - NOVEMBER

Equipment Required To Set Up Station And Conduct Test

SRA-12 Antenna Coupler
R-1051 Receiver
SB-973 Receiver Transfer Switchboard
UCC-1 Telegraph Terminal Converter
SB-1203 Patch Panel
KWR-37 Crypto Device
SB-3195 Patch Panel
KG-14 Crypto Device
SB-1210 Patch Panel
UGC-25 Teletypewriter

Procedures To Set Up Station And Conduct Test

1. Set up radio shack or select teletype and transmitter so they are on different channels than crypto devices.

2. Record equipment and frequency on circuit status board.

3. Check to be sure system is secured as listed in PM 27-37.

4. Offset the following switches:

   a. R-1051: CPS, RF GAIN, USB LINE LEVEL.

   b. SB-973: Appropriate "X" switches.

   c. SB-1203: LOOP current.

   d. SB-3195: Rotary switch.

   e. SB-1203: LOOP current.

5. For all PM that involve patching SET to LOOP (PM 13 and 27) or removing the patch (PM 26) do not let the RM reverse the order. If the RM starts to patch LOOP to SET or remove SET first, stop the RM, score the PM NO-GO, and do the step yourself. Have the RM finish the task.

6. The RM may prepare a system diagram to work from but may not use any publications. The diagram is not scored.

7. If the RM is not finished in 20 minutes, score PM 25 NO-GO but allow the RM to continue. If the RM is not finished after 30 minutes, terminate the test and score the steps not completed as NO-GO. Score all steps done correctly within 30 minutes as GO.

Scorer: _____ Radioman: _____

Date: _____ ID #: _____

ESTABLISH SYSTEM - NOVEMBER

INSTRUCTIONS TO RADIOMAN: For this test you must set up a NOVEMBER system to receive at a remote position. You must connect the required components and adjust them for optimum performance. You have 20 minutes to set up the system.

PERFORMANCE MEASURES:	GO	NO-GO
SRA-12 Antenna Coupler		
1. Patched R-1051 receiver to SRA-12 antenna coupler.	____	____
2. Patched to lowest jack on filter assembly that corresponded to assigned frequency.	____	____
R-1051 Receiver		
3. Set MODE SELECTOR switch to FSK or USB.	____	____
4. Set frequency to assigned frequency minus 2 KHz.	____	____
5. Set CPS switch to 000.	____	____
6. Rotated RF GAIN control fully clockwise.	____	____
7. Set USB LINE LEVEL switch to 0db.	____	____
8. Adjusted USB LINE LEVEL to zero.	____	____
SB-973 Receiver Transfer Switchboard		
9. Set remote station switches in appropriate number positions.	____	____
10. Set appropriate SB-973 switches to X.	____	____
UCC-1 Telegraph Terminal Converter		
11. Turned control attenuator power switches on both cabinets to ON.	____	____

PERFORMANCE MEASURES:	GO	NO-GO
SB-1203 Patch Panel		
12. Patched UCC-1 to jack for assigned KWR-37.	____	____
13. Patched UCC-1 to jack for assigned KG-14.	____	____
14. Inserted patch cords SET to LOOP. (If hard wired, score NA.)	____	____
15. Adjusted LOOP current on assigned channels for 60ma.	____	____
KWR-37 Crypto Device		
16. Depressed CIPHER TEXT button.	____	____
17. Set AUDIBLE ALARM to ENABLE.	____	____
18. Turned POWER SUPPLY TESTS meter switch to INPUT.	____	____
SB-3195 Patch Panel		
19. Set KG-14 rotary switch to assigned KWR-37 position. (Score NA if equipment is configured so step is not required).	____	____
KG-14 Crypto		
20. Turned POWER ON/OFF switch to ON.	____	____
21. Depressed SET UP button.	____	____
22. Set METER CONTROL switch at INPUT.	____	____
SB-1210 Patch Panel		
23. Patched TTY to loop jacks for KWR-37 and KG-14.	____	____
24. Patched SET to LOOP.	____	____
25. Adjusted LOOP current to 60ma.	____	____
Overall		
26. Set up November system within 20 minutes (List minutes: _____).	____	____

PERFORMANCE MEASURES:	GO	NO-GO
INSTRUCTIONS TO RADIOMAN: Now secure the November system.		
SB-1210 Patch Panel		
27. Removed appropriate patch cord, LOOP first. (If not inserted, score NA.)	____	____
K6-14 Crypto Device		
28. Turned POWER switch OFF.	____	____
KWR-37 Crypto Device		
29. Pushed SET button.	____	____
30. Left power ON.	____	____
UCC-1		
31. Turned both control annenuator power switches to OFF.	____	____
SB-1203		
32. Removed patch cords, LOOP first. (If not inserted, score NA.)	____	____
SB-973		
33. Turned appropriate knob to OFF.	____	____
R-1051		
34. Turned frequency knobs to 0.	____	____
35. Turned MODE SELECTOR switch to STBY.	____	____
SRA-12		
36. Removed patch cord.	____	____

APPENDIX C

RADIOMAN WRITTEN TASK TEST BOOKLET FOR NAVY RADIOMEN

Broadcast Operator

1. Which best defines a separator?

   A. Is part of the heading component.

   B. Separates the text from other parts of the message.

   C. Is part of the ending procedure.

   D. Is part of the text.

2. Which of the following does the four-letter broadcast channel designator HMAA identify?

   A. EASTPAC, submarine, channel 1.

   B. WESTPAC, fleet multichannel, channel 3.

   C. EASTPAC, fleet multichannel, channel 1.

   D. Lant and Med, general CW, channel 3.

3. How often should the broadcast circuit number log be closed out?

   A. Daily @ 2359Z hrs.

   B. Monthly @ 2359Z hrs, 30th day of month.

   C. Yearly @ 2359Z hrs, last day of calendar year.

   D. Daily @ 0001Z hrs.

4. Which is the correct way to identify an unclassified message not addressed to your command when filling out your broadcast circuit log?

   A. 11 UECST

   B. 11 UECST

   C. 11 UECST

   D. (11) (U)ECST

5. Which of the following properly identifies a cancelled transmission on your broadcast circuit log?

   A. (11) UECST

   B. 11 BUST UECST

   C. 11 UECST ZES-2

   D. (11) (U)ECST

6. You have received a message addressed to your command with a number mismatch on format lines 2 and 15. How would you fill out your Broadcast Circuit Log?

   A. ~~21~~ UECST

   B. (21) UECST

   C. 21 UECST Z ES1

   D. ~~21~~ UECST

7. How would you handle a BEARD IRON message addressed to your command?

   A. Draw diagonal line thru broadcast channel number, fill out BCST filler and pass to outrouter.

   B. Give to distribution clerk.

   C. Hand to inrouter.

   D. Notify watch supervisor immediately.

8. What does the operating code ZES 2 mean when entered on the Broadcast Circuit log?

   A. Identifies an AMCROSS message.

   B. Indicates a garbled message.

   C. Identifies a VERY URGENT message.

   D. Indicates a BUST message.

Maintain Communication Center File

1. Which are the two basic types of files maintained in the message center?

   A. The communications center (COMCEN) file and the General message file.

   B. The addressed message file and the General message file.

   C. The directed message file and the open message file.

   D. The ship to shore message file and the ship to ship message file.

2. In what order should you file messages or fillers in the COMCEN file?

   A. In DTG order, most recent on top, separated by dates.

   B. In precedence order, most recent DTG on top, separated by precedence.

   C. In order by dates, most recent on top, separated by precedence.

   D. By subject title, in DTG order, separated by TOF assignment.

3. What should you do if you find you are missing a General message and message number while filling out the General message log?

   A. Skip that line on the General message log and alert watch supervisor.

   B. Assign the next message to be logged the missed number.

   C. Make a directed call on the circuit and ask if there exists a message with the missing number.

   D. Do nothing and wait for the end-of-watch recap.

4. Where is the original copy of a Top Secret/SPECAT message maintained?

   A. In the General message file.

   B. In the COMCEN file.

   C. With the Top Secret Control Officer.

   D. With the watch supervisor.

5. How are General message fillers filed in the COMCEN file?

   A. By newly assigned DTG order.

   B. By original DTG order.

   C. By precedence.

   D. By time of file.

6. A message type that is destined for wide standard distribution is called what?

   A. A book message.

   B. A multiple address message.

   C. A personal address message.

   D. A general message.

7. Which of the following is not a category of message found in the General Message file?

   A. AIG seven

   B. ALCOM

   C. Personal For

   D. NAVOP

8. General messages are logged and filed by continuity number. Where do you find this number?

   A. On format line two.

   B. Between the classification and subject lines.

   C. Following the subject line.

   D. Preceding a separator, but on the same line.

9. Which of the following is <u>not</u> found in a General Message log?

   A. Subject

   B. Precedence

   C. Originator

   D. Classification

Manually Route Messages

1. What color paper should a top secret message be reproduced on?

   A. White paper or pink paper with a white border.

   B. Blue paper or white paper with a blue border.

   C. Pink paper or white paper with a red border.

   D. Yellow paper or pink paper with a red border.

As a distribution clerk you have received a message in the category of SHIPS ROUTING. Use the routing guide and determine the distribution and the number of copies required. Keep one additional copy for file.

2. Which is the correct distribution?

   A. CO/XO/NAV/COMM

   B. CO/XO/OPS/NAV/COMM

   C. CO/XO/SUPP/COMM/LOG

   D. CO/XO/OPS/COMM/NAV/WEPS/DECK/ENG/SUPP

3. How many copies are required?

   A. 9 copies

   B. 11 copies

   C. 13 copies

   D. 17 copies

4. How many copies should the communication center receive?

   A. One copy

   B. Two copies

   C. Three copies

   D. Four copies

5. Which of the following should the central message log contain?

   A. Station serial number, precedence, DTG, Broadcast Circuit Log number.

   B. Station serial number, precedence, subject, originator.

   C. Station serial number, precedence, classification, command code.

   D. Station serial number, precedence, time of file, classification.

6. You are filling out your central message log and have received a readdressed message with no DTG. How should you make an entry in the DTG column of the log?

   A. Use the DTG of the last message logged.

   B. Log as ZES-1.

   C. Don't enter a DTG for this message.

   D. Wait until next message is received and use its DTG.

7. How should you enter a dual precedence message in the precedence column of the incoming central message logs?

   A. Enter only the highest precedence.

   B. Enter each precedence separated by a slant line.

   C. Write ZES-1 in the precedence column.

   D. Enter only the lowest precedence.

SITUATION: Use your Command Guard list and process the incoming messages. Determine which messages you should guard for (Questions 8, 9, 10).

8. Which AIG would you <u>not</u> copy?

   A. AIG 141

   B. AIG 203

   C. AIG 6717

   D. AIG 9238

9. Consider COMDESRON TEN not embarked which message titles would you copy?

   A. AIG 67

   B. COMDESRON TEN

   C. TF 75.4

   F. ALCOM

10. Which message title should you guard for if COMDESRON TEN is embarked?

   A. NAVSURFPAC WESTPAC

   B. DESTRON SEVEN

   C. CTU 10.1.2

   D. USS BRADLEY

SUBJECT	ROUTING
SUPPLY/MATERIAL	
PERSONAL PROPERTY	CO/XO/SUPP/COMM/DEPARTMENT CONCERNED
MILSTRIPS/MILSTAMPS	CO/XO/SUPP/COMM/DEPARTMENT CONCERNED
SPARE AND REPAIR PARTS	CO/XO/SUPP/COMM/DEPARTMENT CONCERNED
REQUISITIONS	CO/XO/SUPP/COMM/DEPARTMENT CONCERNED
TRAVEL AND TRANSPORTATION	CO/XO/SUPP/COMM/DEPARTMENT CONCERNED
LOGISTICS	CO/XO/SUPP/COMM/DEPARTMENT CONCERNED
GENARAL ADMINISTRATION AND MANAGEMENT	
MAIL AND POSTAL AFFAIRS	CO/XO/PERS/COMM
SAFETY AND OCCUPATIONAL HEALTH	CO/XO/OPS/COMM/NAV/WEPS/DECK/ENG/SUPP/MEDICAL
LAWS AND LEGAL MATTERS	CO/XO/PERS/COMM
PHYSICAL FITNESS	CO/XO/PERS/MEDICAL/COMM
PREVENTATIVE MEDICINE	CO/XO/PERS/MEDICAL/COMM
FINANCIAL MANAGEMENT	
BUDGETING	CO/XO/OPS/COMM/NAV/WEPS/DECK/ENG/SUPP
DISBURSING	CO/XO/SUPP/COMM
APPROPRIATION, FUND, COST, AND PROPERTY MANAGEMENT	CO/XO/SUPP/COMM
ORDNANCE MATERIAL	
AMMUNITION AND EXPLOSIVES	CO/XO/WEPS/OPS/COMM
FIRE CONTROL AND OPTICS	CO/XO/WEPS/OPS/COMM
GUNS AND MOUNTS	CO/XO/WEPS/OPS/COMM
SHIPS DESIGN AND MATERIAL	
HULL STRUCTURE	CO/XO/OPS/DECK/COMM/ENG
PROPULSION PLANT	CO/XO/ENG/COMM/OPS
ELECTRIC PLANT	CO/XO/ENG/COMM/OPS
SURVEILLANCE SYSTEMS	CO/XO/ENG/COMM/OPS
CALIBRATION	CO/XO/ENG/COMM/OPS
NAVIGATION	
AIDS TO NAVIGATION	CO/XO/OPS/NAV/COMM
SHIPS ROUTING	CO/XO/OPS/NAV/COMM
NAVIGATION SAFETY	CO/XO/OPS/NAV/COMM
WEATHER	CO/XO/OPS/NAV/COMM
HYDROPACS	CO/XO/NAV/COMM
NOTICE TO MARINERS	CO/XO/NAV/COMM
PERSONAL FOR MESSAGES	PERSON CONCERNED/FILE
PERSONAL TELEGRAMS (CLASS E MESSAGES)	XO/PERSON CONCERNED/FILE

INTERNAL ROUTING GUIDE

SUBJECT	ROUTING
MILITARY PERSONNEL	
GENERAL	CO/XO/PERS/COMM
OFFICER	CO/XO/PERS/COMM
ENLISTED	CO/XO/PERS/COMM
PROMOTION AND ADVANCEMENT	CO/XO/PERS/COMM
MEDICAL	CO/XO/MEDICAL/PERS/COMM
TRAINING AND EDUCATION	CO/XO/PERS/COMM
PERFORMANCE AND DISCIPLINE	CO/XO/PERS/COMM
MORALE AND PERSONNEL AFFAIRS	CO/XO/PERS/COMM
VISIT REQUESTS	CO/XO/PERS/COMM
CHANGE OF COMMAND	CO/XO/PERS/COMM
SCHOOL REQUIREMENTS	CO/XO/PERS/COMM
AMCROSS	CO/XO/CHAPLAIN/COMM
COMMUNICATIONS	
EMERGENCY ACTION MSG'S/BEARDIRON	CO/XO/OPS/COMM
SBMSS	CO/XO/COMM
UNAUTHORIZED TRANSMISSIONS	CO/XO/OPS/COMM
FLEET BROADCAST	CO/XO/COMM
CIM'S/PUBLICATIONS/SERVICES/GENERAL MESSAGES	COMM
OPERATIONS AND READINESS	
CASUALTIES AND CASUALTY REPORTING	CO/XO/OPS/COMM/NAV/WEPS/DECK/ENG/SUPP
OPERATION ORDERS	CO/XO/OPS/COMM/NAV/WEPS/DECK/ENG/SUPP
EXERCISES	CO/XO/OPS/COMM/NAV/WEPS/DECK/ENG/SUPP
MOVEMENT REPORTS	CO/XO/OPS/COMM/NAV/WEPS/DECK/ENG/SUPP
SEARCH AND RESCUE	CO/XO/OPS/COMM/NAV/WEPS/DECK/ENG/SUPP
PORT OPERATIONS	CO/XO/OPS/COMM/NAV/WEPS/DECK/ENG/SUPP
UNDERWAY REPLENISHMENT	CO/XO/OPS/COMM/NAV/WEPS/DECK/ENG/SUPP
SALVAGE/OIL SPILLS	CO/XO/OPS/COMM/NAV/WEPS/DECK/ENG/SUPP
TSUNAMI WARNINGS	CO/XO/COMM/OPS/NAV/WEPS/DECK/ENG/SUPP
INTELLIGENCE REPORTS	CO/XO/COMM/OPS/NAV/WEPS/DECK/ENG/SUPP

INTERNAL DISTRIBUTION COPY COUNT

CO	XO	OPS	COMM	NAV	WEPS	DECK	ENG	SUPP	MED	PERS	CHAP
1	1	4	1	3	4	4	4	4	1	2	1

COMMAND GUARD LIST - USS STODDARD

ALCOM	AIG 213
ALCOMPAC	AIG 274
ALCOMPAC P	AIG 363
ALMILACT	AIG 373
ALNAV	AIG 374
ALNAVSURFPAC	AIG 470
ALPACFLT	AIG 482
ALTHIRDFLT	AIG 489
DESRON TEN	AIG 4515
JAFPUB	AIG 6804
NAVOP	AIG 6808
NAVSURFPAC	AIG 6817
NAVSURFPAC AFLOAT	AIG 7011
NAVSURFPAC AFLOAT SAN DIEGO AREA	AIG 7644
NAVSURFPAC EASTPAC	AIG 7690
THIRDFLT	AIG 7702
USS STODDARD	AIG 7710
AIG 7	AIG 7714
AIG 67 (WHEN COMDESRON TEN EMBARKED)	AIG 9238
AIG 103	COMDESRON TEN (WHEN EMBARKED)
AIG 114 (WHEN COMDESRON TEN EMBARKED)	ALL SHIPS COPYING THIS CHANNEL
AIG 128	ALL SHIPS COPYING HMAA BROADCAST
AIG 140	ALL SHIPS COPYING HMCC BROADCAST
AIG 141	ALL SHIPS PRESENT SAN DIEGO AREA
AIG 149	CTU TEN PT ONE PT TWO
AIG 162	TF TEN
AIG 176	TG TEN PT ONE
AIG 203	TU TEN PT ONE PT TWO

COMPOSITION OF DESRON TEN

USS DAHLGREN
USS DAVIDSON
USS DECATUR
USS HANSON
USS MULLINNIX
***USS STODDARD

COMPOSITION OF TU 10.1.2

USS DECATUR
USS HANSON
USS MULLINNIX
***USS STODDARD

CTG 10.1 EMBARKED USS MIDWAY

CTU 10.1.2 IS COMDESRON TEN

Establish System

SITUATION: For questions 1 through 5, you are to set up a GOLF system to transmit.

1. What color patch panel should you use to connect the transmitter to the cryptographic equipment?

   A. Red

   B. Black or Grey

2. What color patch panel should you use to connect the teletype to the cryptographic equipment?

   A. Red

   B. Black or Grey

3. What frequency should you set on the AN/URT-23 transmitter?

   A. Assigned frequency.

   B. Assigned frequency plus 2 KHz.

   C. Assigned frequency minus 2 KHz.

   D. Assigned frequency plus 20 KHz.

SITUATION (continued): For questions 4 and 5 you are conducting the alarm test for the KW-7 cryptographic device.

4. What position should the R/C/P (REMOTE/CIPHER/PLAIN) switch be in while you conduct the test?

   A. R (REMOTE)

   B. C (CIPHER)

   C. P (PLAIN)

5. What indicates that position 6 is operating properly during the test?

   A. M&I light, ALARM light (red), and audio tone.

   B. P&I light (yellow), ALARM light (red), and audio tone.

   C. ALARM light (red) and audio tone.

   D. Audio tone only.

SITUATION: For questions 6 through 8 you are to set up a NOVEMBER system.

6. What frequency should you set on the R-1051 receiver for USB reception?

   A. Assigned frequency.

   B. Assigned frequency plus 2 KHz.

   C. Assigned frequency minus 2 KHz.

   D. Assigned frequency plus 20 KHz.

7. How should you insert a DC patch cord?

   A. LOOP then SET.

   B. SET then LOOP.

   C. LOOP and SET simultaneously.

8. To what level, in milliamps, should you adjust LOOP current when you patch the UCC-1 telegraph terminal converter to the cryptographic equipment?

   A. 40

   B. 50

   C. 60

   D. 70

Inventory, Confidential/Secret Documents

1. Who has overall responsibility for a watch-to-watch inventory?

   A. Crypto security officer.

   B. Top Secret control officer.

   C. Communications officer.

   D. COMSEC officer.

2. Publications held by custodians at activities that do not stand watches must be inventoried how often?

   A. Daily

   B. Weekly

   C. Monthly

   D. Semi-annually

3. The information contained on signs identifying security areas should show which of the following information?

   A. The name of the area, restricted area, unauthorized personnel keep out.

   B. The name of the area, restricted area, top secret.

   C. The name of the area, unauthorized personnel keep out, classified document in storage here.

   D. Restricted area, keep out, limited access.

4. Which of the following is not an authorized method for destruction of material?

   A. Burning.

   B. Shreading.

   C. Pulping.

   D. Discarding.

5. How many witnesses must sign for TOP SECRET material destruction?

   A. One

   B. Two

   C. Three

   D. Four

6. When classified material is reported as compromised, which of the following must be accomplished?

   A. Regain custody of material. Evaluate information compromised, determine extent of potential damage. Determine reason for compromise, review procedures.

   B. Destroy all on-hand classified documents, reorder new copies, conduct new inventory, change personnel in classified duty positions.

   C. Report the compromise. Secure all classified documents, immediately call in a new personnel shift, assign a new CMO.

   D. Do nothing immediately. Be watchful to determine how and by whom the compromise occurred.

7. Which is the primary source of information for CMS procedures?

   A. CSPI

   B. OPNAVINST 5510.7

   C. CMS 4

   D. SECNAVINST 5770.1

8. Under which AL code is material accounted for by serial/register number throughout its lifespan?

   A. AL1

   B. AL2

   C. AL3

   D. AL4

9. Which marking identifies a specific person or billet concerning a personal matter?

   A. FOR

   B. Exclusive For

   C. Personal For

   D. FOUO

10. Which is the type inventory requiring a visual check of materials?

   A. A top secret inventory.

   B. A change of watch inventory.

   C. A sensitive item inventory.

   D. A cyclic inventory.

Perform Preventive Maintenance on Receivers Using MRC

SITUATION: You are performing periodic maintenance on the AN/WRC-1 radio set, R-1051 receiver. Refer to Maintenance Requirement Card S-39.

1. How should you set the mode selector and CPS switches to check operation of the receiver vernier light while the chassis is out of the cabinet?

   A. Mode selector to LSB and CPS to 000.

   B. Mode selector to LSB and CPS to V.

   C. Mode selector to STDBY and CPS to 000.

   D. Mode selector to STDBY and CPS to V.

2. How should the chassis be positioned while you check the vernier light the first time?

   A. Secured.

   B. Withdrawn about two inches.

   C. Fully out (with catches engaged).

   D. Tilted in 90° vertical position.

3. How should the chassis be positioned while you use the vacuum to remove dust?

   A. Secured.

   B. Withdrawn about two inches.

   C. Fully out (with catches engaged).

   D. Tilted in 90° vertical position.

4. In what order should you use tools and equipment to remove dust?

   A. Vacuum, brush, rag.

   B. Brush, vacuum, rag.

   C. Rag, vacuum, brush.

   D. Rag, brush, vacuum.

5. Which of the following is the best place to attach the clamp of the shorting probe?

   A. Handle on the receiver

   B. Handle on an adjacent receiver.

   C. Painted frame of the cabinet.

   D. Unpainted bracket attached to the cabinet.

6. Which components should you touch with the shorting probe?

   A. Capacitors and resistors.

   B. Capacitors but not resistors.

   C. Resistors but not capacitors.

SHIP SYSTEM	SUBSYSTEM	MRC CODE
		4400 S-39

SYSTEM	EQUIPMENT	RATES	M/H
	AN/WRC-1, 1B Radio Set R-1051,1051B,D,E,F,G/URR Radio Receiver	RMSN	0.2

MAINTENANCE REQUIREMENT DESCRIPTION

1. Test AN/WRC-1( ), R-1051( )/URR radio receiver interlock.
2. Clean, inspect, and lubricate receiver.

TOTAL M/H
0.2

ELAPSED TIME
0.2

SAFETY PRECAUTIONS

1. Forces afloat comply with Navy Safety Precautions for Forces Afloat, OPNAVINST 5100 series; Shore activities comply with Safety Precautions for Shore Activities, NAVMAT P-5100 series.
2. High-voltage, high capacitance components may contain voltages dangerous to life.

TOOLS, PARTS, MATERIALS, TEST EQUIPMENT

MATERIALS
1. [1102] Rags, wiping
2. [1144] Tag, safety
3. [0839] Lubricating oil, instrument, MIL-L-6085, Hazardous Material, Group 1
4. [0549] Grease, aircraft and instrument, MIL-G-23827, sym GIA, Hazardous Material, Group 1
5. [1608] Brush, paint, sash and trim

TOOLS
1. [1198] Screwdriver flat tip, 6" gen purpose
2. [2271] Flashlight, exp proof

MISCELLANEOUS
1. [1064] Probe, safety shorting, plas handle, 4.5" copper rod
2. [0268] Cleaner, vacuum, electric, portable, type LVU, with nonmetallic nozzle

NOTE: Numbers in brackets can be referenced to Standard PMS Materials Identification Guide (SPMIG) for stock number identification.

PROCEDURE

Preliminary
a. Obtain permission from watch supervisor prior to taking equipment out of service.

1. Test AN/WRC-1( ), R-1051( )/URR Radio Receiver Interlock.
   a. Set receiver switches and controls:
      (1) Mode selector to position other than OFF or STBY.
      (2) CPS (Hz) selector to V.
   b. Verify that vernier indicator lamp is flashing.
   c. Set mode selector switch to OFF.
   d. Loosen retaining screws and withdraw chassis approximately 2".

LOCATION	DATE
SEE EGL	January 1984

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PROCEDURE (Contd)

e. Set mode selector switch to LSB; verify that vernier indicator lamp is not flashing.
f. Set mode selector switch to OFF.
g. Turn off and tag bulkhead power switch, or remove AC power plug from receptacle and tag, as applicable.

2. Clean, Inspect and Lubricate Receiver.
a. Rotate MCS/MHz and KCS/kHz controls through entire range; each digit indicator should be centered in window.
b. Loosen retaining screws and withdraw chassis until mechanical stops engage.
c. Release locks and tilt chassis upward 90°.

WARNING: High-voltage, high-capacitance components may contain voltages dangerous to life.

d. Short high-voltage, high-capacitance components to ground using shorting probe.
e. Wipe accessible surfaces with a clean rag.
f. Use brush to remove dust and dirt from areas not easily accessible.
g. Remove remaining dust and dirt with a vacuum cleaner.
h. Inspect interior of equipment. Look for:
(1) Presence of foreign matter.
(2) Bulged or leaking capacitors.
(3) Discolored or scorched components.
(4) Cracked or frayed insulation.
(5) Loose connections.
i. Rotate each MCS/MHz and KCS/kHz control. Look for:
(1) Slack caused by loose chain tension idler gear assembly nuts.
(2) KCS/kHz dual sprocket assembly detent springs seated properly on detent wheel.
(3) Cracked or damaged MCS/MHz and KCS/kHz detent springs.
j. Inspect gear teeth and chains for proper lubrication. If grease is dry or dirty:
(1) Remove old grease with a clean rag.
(2) Apply a thin film of grease to chains and exposed gear teeth.
(3) Apply two drops of oil to drive gear bearings.
(4) Rotate controls to distribute grease evenly.
(5) Remove excess lubricant with a clean rag.
k. Release locks and lower chassis to horizontal position; ensure locks engage.
l. Remove old grease from cabinet and chassis slide tracks with a clean rag.
m. Apply a very thin film of grease to cabinet and chassis slide tracks.
n. Apply one drop of oil to chassis wheel-type bearings.
o. Release slide chatches; slide chassis in and out of cabinet to evenly distribute grease and on slide tracks and bearings.
p. Release catches, slide chassis into cabinet, and tighten retaining screws.
q. Remove tag and turn on bulkhead power switch, or insert AC plug into receptacle, and remove tag, as applicable.
r. Return equipment to current readiness conditions.
s. Notify watch supervisor that equipment is back in service.

Hazardous Material Disposal Instructions

a. Comply with own ship/station procedure for handling/disposal of hazardous materials/waste identified in the Tools, Parts, Material, Test Equipment block. General shipboard disposal procedures follow:

Group 1: Containerize waste in original container, if possible, or use standard container as listed in Appendices A and B of the Naval Ship Technical Manual, NSTM 593. Mark with special identification label NAVSEA Form 5100/4 (9-80) NSN 0116-LF-051-0020, and store for shore disposal according to NAVSUP PUB 4500, CHIL.

Perform Preventive Maintenance on Transmitter Using MRC

SITUATION: You are performing periodic maintenance on the AN/URT-23 radio transmitting set. Refer to Maintenance Requirement Card W-3.

1. Where should the MODE selector switch be set when you remove the filters?

   A. OFF

   B. STANDBY

   C. AM

   D. RATT

2. Where should the primary power switch be set when you remove the BLOWER fuse?

   A. ON

   B. OFF

3. Where should the overload switch be set when you remove the BLOWER fuse?

   A. DISABLE

   B. ALARM

   C. RESET

4. Which of the following would be a correct setting for the MODE selector switch when you remove the BLOWER fuse?

   A. OFF

   B. STANDBY

   C. RATT

5. Where should the primary power switch be set when you reinstall the BLOWER fuse?

   A. ON

   B. OFF

6. How long should you leave the overload switch at ALARM when you test the alarm circuit?

   A. As short a time as possible.

   B. At least three minutes.

   C. At least five minutes.

   D. At least seven minutes.

SHIP SYSTEM	SUBSYSTEM	MRC CODE
		4400 W-3
SYSTEM	EQUIPMENT	RATES / M/H
	AN/URT-23, 23A,B,C(V) Radio Transmitting Set	RMSN / 0.2

MAINTENANCE REQUIREMENT DESCRIPTION

1. Clean AN/URT-23( )(V) radio transmitting set air filter(s).
2. Test operation of air vane switch and alarm circuit.

TOTAL M/H
0.2

ELAPSED TIME
0.2

SAFETY PRECAUTIONS

1. Forces afloat comply with Navy Safety Precautions for Forces Afloat, OPNAVINST 5100 series; Shore activities comply with Safety Precautions for Shore Activities, NAVMAT P-5100 series.

TOOLS, PARTS, MATERIALS, TEST EQUIPMENT

MATERIALS
1. [0366] Detergent, general purpose, MIL-D-16791, water soluble, Hazardous Material, Group 3
2. [2376] Water, fresh
3. [2274] Pail, utility, plastic, 12 qt.
4. Coater, filter, Part No. 26-7407, FSCM 66935

TOOLS
1. [1198] Screwdriver, flat tip, 6" gen purpose

NOTE: Numbers in brackets can be referenced to Standard PMS Materials Identification Guide (SPMIG) for stock number identification.

PROCEDURE

1. Clean AN/URT-23( )(V) Radio Transmitting Set Air Filter(s).
   a. Set PRIMARY POWER and MODE selector switches to OFF.
   b. Loosen fasteners and remove filter(s) from RF amplifier and power supply PP-3916( )/UR (if installed).
   c. Inspect filters for cleanliness. If cleaning is required:
      (1) Wash filter(s) in solution of warm water and detergent.
      (2) Rinse filter(s) in clean, fresh water.
      (3) Blow excess moisture from filter(s) with low-pressure air.
      (4) Allow filter(s) to dry thoroughly.
      (5) Apply filter coat to filter(s) in accordance with instructions on can.
   d. Reinstall filter(s) and tighten fasteners.

2. Test Operation of Air Vane Switch and Alarm Circuit.
   a. Energize equipment; set MODE selector switch to STANDBY. After 3 minutes, set transmitter to any unkeyed operate mode.
   b. Set overload switch to ALARM on AN/URT-23(V) or NORMAL on AN/URT-23A,B,C(V).

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LOCATION	DATE
EGL	January 1984

PROCEDURE (Contd)

CAUTION: Do not operate transmitter set longer than required to perform step 2.c.

c. Carefully remove BLOWER fuse; audible alarm should sound (AN/URT-23(V) only) and OVERLOAD lamp should be lit after blower fan slows.
d. Set PRIMARY POWER switch to OFF.
e. Reinstall BLOWER fuse.
f. Set PRIMARY POWER switch to ON and overload switch to RESET.
g. Return equipment to current readiness condition.

Hazardous Material Disposal Instructions

a. Comply with own ship/station procedure for handling/disposal of hazardous materials/waste identified in the Tools, Parts, Material, Test Equipment block. General shipboard disposal procedures follow:

Group 3: Discharge overboard outside of 12 nautical miles of U.S. Shore. Instructions on discharge in foreign waters should be requested from the Shipboard Hazardous Waste Coordinator.

Verify Outgoing Message on DD173

1. Which message format is used for ship to shore and direct shore input to NAVCOMPARS communications?

   A. ACP 126

   B. Modified ACP 126

   C. JANAP 128

   D. ACP 131

2. The outrouter assigns message processing information to each message. Which of the following would not be assigned by the outrouter?

   A. Station serial number.

   B. Time of file.

   C. Date-Time-Group.

   D. Precedence.

3. The content indicator code/communication action identifier (CIC/CAI), ZYUW means what?

   A. This message contains limited distribution.

   B. This is a narrative message.

   C. This message must be processed without delay.

   D. This is a book message.

4. What publication should you reference to verify a plain language address (PLA)?

   A. NTP-4

   B. NTP-3 SUPP-1

   C. NWP-4

   D. NTP-3 (F)

5. Which of the following standard subject identification codes (SSIC) is correct?

   A. /N003245/

   B. /N03245/

   C. //N03245//

   D. //Q03245//

6. Which of the message elements would the outrouter have to refer back to the drafter for verification?

   A. Assigned station serial number.

   B. Time of file.

   C. Routing indicator.

   D. Precedence.

7. Which message line would be used to determine the internal routing of a message?

   A. Classification line.

   B. Reference line.

   C. Subject line.

   D. Passing instructions.

Prioritize Outgoing Messages

1. Refer to the headings for the draft messages in Figure 1. In what order should you transmit the messages?

Message 1

NAVAL MESSAGE BLANK						
Released By:	Drafted By:		Security Classification:	Page:	Pages:	
Date: 4 Feb 87	TO: 0351030		UNCLASSIFIED			
SSN:	Date/Time Group: 041030Z Feb 87	PRECEDENCE	Flash	Immediate	Priority	Routine
		ACTION		XXXX		
		INFO			XXXX	

Message 2

NAVAL MESSAGE BLANK						
Released By:	Drafted By:		Security Classification:	Page:	Pages:	
Date: 4 Feb 87	TO: 0350830		CONFIDENTIAL			
SSN:	Date/Time Group: 040830Z Feb 87	PRECEDENCE	Flash	Immediate	Priority	Routine
		ACTION		XXXX		
		INFO				XXXX

Message 3

NAVAL MESSAGE BLANK						
Released By:	Drafted By:		Security Classification:	Page:	Pages:	
Date: 4 Feb 87	TO: 0351000		SECRET			
SSN:	Date/Time Group: 041000Z Feb 87	PRECEDENCE	Flash	Immediate	Priority	Routine
		ACTION		XXXX		
		INFO		XXXX		

Figure 1

A. 1, 2, 3

B. 2, 3, 1

C. 3, 1, 2

D. 3, 2, 1

2. Refer to Figure 1. What is the time objective for Message 1?

A. 10 minutes

B. 30 minutes

C. 3 hours

D. 6 hours

3. Refer to the headings for the draft messages in Figure 2. In what order should you transmit the messages?

Message 1

NAVAL MESSAGE BLANK

Released By	Drafted By	Security Classification	Page	Pages
		SECRET		of

Date	TO:
04 Feb 87	0350830

SSA	Date/Time Group	PRECEDENCE	Flash	Immediate	Priority	Routine
	040830	ACTION		XXXX		
		INFO		XXXX		

Message 2

NAVAL MESSAGE BLANK

Released By	Drafted By	Security Classification	Page	Pages
		CONFIDENTIAL		of

Date	TO:
04 Feb 87	0350915

SSA	Date/Time Group	PRECEDENCE	Flash	Immediate	Priority	Routine
	040915	ACTION	XXXX			
		INFO			XXXX	

Message 3

NAVAL MESSAGE BLANK

Released By	Drafted By	Security Classification	Page	Pages
		CONFIDENTIAL		of

Date	TO:
04 Feb 87	0350930

SSA	Date/Time Group	PRECEDENCE	Flash	Immediate	Priority	Routine
	040930	ACTION			XXXX	
		INFO			XXXX	

Message 4

NAVAL MESSAGE BLANK

Released By	Drafted By	Security Classification	Page	Pages
		UNCLASSIFIED		of

Date	TO:
04 Feb 87	0350900

SSA	Date/Time Group	PRECEDENCE	Flash	Immediate	Priority	Routine
	040900Z Feb 87	ACTION			XXXX	
		INFO				XXXX

Figure 2

A. 1, 2, 3, 4
B. 2, 1, 3, 4
C. 2, 1, 4, 3
D. 1, 4, 2, 3

4. Refer to Figure 2. What is the time objective for Message 2?

A. 10 minutes
B. 30 minutes
C. 3 hours
D. 6 hours

5. Refer to the headings for the draft messages in Figure 3. In what order should you transmit the messages?

Message 1

NAVAL MESSAGE BLANK

Released By:	Drafted By:	Security Classification:	Page	Pages
		SECRET	1 of	1

Date:	TO:
04 Feb 87	0350Z30

SSN:	Date/Time Group:	PRECEDENCE	Flash	Immediate	Priority	Routine
	040800Z Feb 87	ACTION				XXXX
		INFO				XXXX

Message 2

NAVAL MESSAGE BLANK

Released By:	Drafted By:	Security Classification:	Page	Pages
		CONFIDENTIAL	1 of	1

Date:	TO:
04 Feb 87	0350730

SSN:	Date/Time Group:	PRECEDENCE	Flash	Immediate	Priority	Routine
		ACTION				XXXX
		INFO				XXXX

Message 3

NAVAL MESSAGE BLANK

Released By:	Drafted By:	Security Classification:	Page	Pages
		UNCLASSIFIED	1 of	1

Date:	TO:
04 Feb 87	0350815

SSN:	Date/Time Group:	PRECEDENCE	Flash	Immediate	Priority	Routine
	040815Z Feb 87	ACTION				XXXX
		INFO				XXXX

Figure 3

A. 1, 2, 3

B. 2, 3, 1

C. 2, 1, 3

D. 1, 3, 2

6. Refer to Figure 3. What is the time objective for Message 1?

A. 10 minutes

B. 30 minutes

C. 3 hours

D. 6 hours

Questions 1 through 4 refer to the Janap 128 message format.

1. What is the Janap 128 message format used for?

   A. Ship to ship radioteletype messages.

   B. Ship to shore radioteletype messages.

   C. Shore to ship radioteletype messages.

   D. Exchange of traffic between communication facilities served by the DCS AUTODIN.

2. Which format line is, VZCZCABA00i, an example of?

   A. FL one.

   B. FL two.

   C. FL three.

   D. FL four.

3. How many letters is the OSRI composed of?

   A. Five letters.

   B. Six letters.

   C. Seven letters.

   D. Eight letters.

4. Which of the following indicates the EOM validation?

   A. The letter N repeated four times.

   B. Two carriage returns and eight feed lines.

   C. The number sign (#) followed by four digit SSN.

   D. A hyphen (-) followed by four digit SSN.

Questions 5 through 10 refer to the Modified ACP 126 message format.

5. Which of the following is the Modified ACP 126 format used for?

   A. Ship to ship radioteletype messages.

   B. Ship to shore radioteletype messages.

   C. Shore to ship radioteletype messages.

   D. Exchange of traffic between communication facilities served by the DCS AUTODIN.

6. RUHP is an example of which of the following?

   A. A major relay station routing indicator.

   B. A minor relay station routing indicator.

   C. A NAVCOMPARS routing indicator.

   D. A simplex circuit ship to ship routing indicator.

7. Which of the following is the unique suffix assigned for NAVCOMPARS which activates the processing modules?

   A. SGG

   B. SXX

   C. SYY

   D. SUU

8. Using the Mod ACP 126 format, ZNR UUUUU is an example of which format line?

   A. Three

   B. Four

   C. Five

   D. Six

9. Information addresses are contained in which format line?

   A. Six

   B. Seven

   C. Eight

   D. Nine

10. The originator is contained in which format line?

A. Six

B. Seven

C. Eight

D. Nine

11. Which is a single addressed message?

A. Has one addressee.

B. Wide standard distribution.

C. Has two or more addresses who do not need to be informed of other addresses.

D. Has two or more addresses who must be informed of all other addresses.

12. The prosign DE means what?

A. Long break.

B. Transmit to.

C. THIS IS.

D. Action addee sign.

Prepare Message on DD-173

1. When preparing messages on the DD-173 JMF for (OCR) transmissions which pitch ball element should be used?

   A. 10 pitch series 96.

   B. 10 pitch series 88.

   C. 12 pitch ball element.

   D. 88 character ball element.

2. Which mistakes in message preparation of the DD-173 JMF would cause a message rejection (failure to enter message into OCR?

   A. Alignment, tab settings, pitch settings.

   B. Tab settings, margin, spacing errors.

   C. Spacing errors, tab settings, pitch settings.

   D. Alignment, margin, spacing errors..

3. What should the right and left margin settings be when using a 10 pitch element scale to achieve the 69 characters/space per line?

   A. Right margin 6, left margin 75.

   B. Right margin 5, left margin 75.

   C. Right margin 12, left margin 86.

   D. Right margin 12, left margin 86.

4. When typing the letter codes in the Precedence block, how would a precedence code of Immediate by typed?

   A. OO

   B. PPPP

   C. II

   D. ZZZZ

5. How should the security redundancy code for UNCLASSIFIED be typed in the Class block on the DD-173 JMF?

   A. U

   B. UU

   C. UUU

   D. UUUU

APPENDIX D

ANSWER SHEET FOR WRITTEN TASK TEST FOR NAVY RADIOMEN

NAME_____
SSN _____

RADIOMAN WRITTEN TASK TEST
ANSWER SHEET

Fill in your name and social security number at the top of this page. Then notice that the bubbles on the answer sheet are divided into sections corresponding to the sections in the Written Task Test. Locate the correct section on the answer sheet, then fill in the bubble that corresponds with the best answer for each question. **Do not make any other marks on this answer sheet.**

BROADCAST OPERATOR

1. (a) (b) (c) (d)
2. (a) (b) (c) (d)
3. (a) (b) (c) (d)
4. (a) (b) (c) (d)
5. (a) (b) (c) (d)
6. (a) (b) (c) (d)
7. (a) (b) (c) (d)
8. (a) (b) (c) (d)

MAINTAIN COMMUNICATION CENTER FILE

1. (a) (b) (c) (d)
2. (a) (b) (c) (d)
3. (a) (b) (c) (d)
4. (a) (b) (c) (d)
5. (a) (b) (c) (d)
6. (a) (b) (c) (d)
7. (a) (b) (c) (d)
8. (a) (b) (c) (d)
9. (a) (b) (c) (d)

MANUALLY ROUTE MESSAGES

1. (a) (b) (c) (d)
2. (a) (b) (c) (d)
3. (a) (b) (c) (d)
4. (a) (b) (c) (d)
5. (a) (b) (c) (d)
6. (a) (b) (c) (d)
7. (a) (b) (c) (d)
8. (a) (b) (c) (d)
9. (a) (b) (c) (d)
10. (a) (b) (c) (d)

ESTABLISH SYSTEM

1. (a) (b)
2. (a) (b)
3. (a) (b) (c) (d)
4. (a) (b) (c)
5. (a) (b) (c) (d)
6. (a) (b) (c) (d)
7. (a) (b) (c)
8. (a) (b) (c) (d)

INVENTORY, CONFIDENTIAL/SECRET DOCUMENTS

1. (a) (b) (c) (d)
2. (a) (b) (c) (d)
3. (a) (b) (c) (d)
4. (a) (b) (c) (d)
5. (a) (b) (c) (d)
6. (a) (b) (c) (d)
7. (a) (b) (c) (d)
8. (a) (b) (c) (d)
9. (a) (b) (c) (d)
10. (a) (b) (c) (d)

PERFORM PREVENTIVE MAINTENANCE ON RECEIVERS USING MRC

1. (a) (b) (c) (d)
2. (a) (b) (c) (d)
3. (a) (b) (c) (d)
4. (a) (b) (c) (d)
5. (a) (b) (c) (d)
6. (a) (b) (c)

Turn to back of answer sheet to complete the test.

PERFORM PREVENTIVE MAINTENANCE ON TRANSMITTERS USING MRC

1. (a) (b) (c) (d)
2. (a) (b)
3. (a) (b) (c)
4. (a) (b) (c)
5. (a) (b)
6. (a) (b) (c) (d)

VERIFY OUTGOING MESSAGE ON DD-173

1. (a) (b) (c) (d)
2. (a) (b) (c) (d)
3. (a) (b) (c) (d)
4. (a) (b) (c) (d)
5. (a) (b) (c) (d)
6. (a) (b) (c) (d)
7. (a) (b) (c) (d)

PRIORITIZE OUTGOING MESSAGES

1. (a) (b) (c) (d)
2. (a) (b) (c) (d)
3. (a) (b) (c) (d)
4. (a) (b) (c) (d)
5. (a) (b) (c) (d)
6. (a) (b) (c) (d)

TYPE/FORMAT/EDIT MESSAGES

1. (a) (b) (c) (d)
2. (a) (b) (c) (d)
3 (a) (b) (c) (d)
4. (a) (b) (c) (d)
5. (a) (b) (c) (d)
6. (a) (b) (c) (d)
7. (a) (b) (c) (d)
8. (a) (b) (c) (d)
9. (a) (b) (c) (d)
10. (a) (b) (c) (d)
11. (a) (b) (c) (d)
12. (a) (b) (c) (d)

PREPARE MESSAGE ON DD-173

1. (a) (b) (c) (d)
2. (a) (b) (c) (d)
3. (a) (b) (c) (d)
4. (a) (b) (c) (d)
5. (a) (b) (c) (d)

APPENDIX E

RADIOMAN GENERAL KNOWLEDGE TEST BOOKLET

RADIOMAN GENERAL KNOWLEDGE
TEST BOOKLET

This is a multiple choice test of your general knowledge of the Radioman rating. There are three to five choices for each question, but only one correct or "best" answer. Mark the answer you think is right by filling in the correct bubble on the Radioman General Knowledge Answer Sheet. **Do not make any marks on this test booklet.**

Do not skip any questions on the test, but don't spend too much time on any one question. If you don't know the right answer, guess. There is no penalty for guessing; your score is the number of correct answers.

IF YOU DO NOT UNDERSTAND, OR IF YOU HAVE ANY QUESTIONS, YOUR TEST ADMINISTRATOR CAN HELP YOU.

RADIOMAN ITEMS

1. **The process of minimizing is the _____.**

   a. proper use of correction tape

   b. preparation of a readdressal

   c. reduction and control of electrical message and telephone traffic during an emergency or exercise

   d. the precedence assigned to all types of message traffic which is not of sufficient urgency to require a higher precedence

2. **Identify the following narrative message. (See diagram below)**

JOINT MESSAGE FORM					SECURITY CLASSIFICATION UNCLASSIFIED				
PAGE	DTG RELEASER TIME			PRECEDENCE	CLASS	SPECAT	LMF	CIC	ORIG/MSG IDENT
01 of 01	DATE/TIME 201242Z	MONTH APR	YR 83	ACT RR	INFO	UUUU			1401242
BOOK	MESSAGE HANDLING INSTRUCTIONS								

FROM: COMNAVTELCOM WASHINGTON DC
TO: ALCOM

UNCLAS //N02319//
ALCOM 012/83

   a. Single Address

   b. Multiple Address

   c. General

   d. Book

3. **The first line of a casualty report is identified by the letters _____.**

   a. NSGIB/CAMREP/

   b. RSGID/CASRED/

   c. MSBIP/CALREP/

   d. MSGID/CASREM/

   e. MSGID/CASREP/

4. Which of the following MESSAGEFORMS correctly indicates delivery of a message to each addressee as a single message?

a.

JOINT MESSAGE FORM						SECURITY CLASSIFICATION SECRET				
PAGE	DTG RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LIMF	CIC	ORIG/MSG IDENT
	DATE/TIME	MONTH	YR	ACT	INFO					
01 of 01	201248Z	APR	83	RR		SSSS				1401248
BOOK	MESSAGE HANDLING INSTRUCTIONS									
ONE										

b.

JOINT MESSAGE FORM						SECURITY CLASSIFICATION SECRET				
PAGE	DTG RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LIMF	CIC	ORIG/MSG IDENT
	DATE/TIME	MONTH	YR	ACT	INFO					
01 of 01	201248Z	APR	83	RR		SSSS				1401248
BOOK	MESSAGE HANDLING INSTRUCTIONS									
YES										

c.

JOINT MESSAGE FORM						SECURITY CLASSIFICATION SECRET				
PAGE	DTG RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LIMF	CIC	ORIG/MSG IDENT
	DATE/TIME	MONTH	YR	ACT	INFO					
01 of 01	201248Z	APR	83	RR		SSSS				1401248
BOOK	MESSAGE HANDLING INSTRUCTIONS									
SIN										

5. A Communications Improvement Memorandum (CIM) is _____.

a. a classified message which is transmitted as a single address message

b. a document used to inform message drafters, releasers, and processors of message drafting or procedural errors

c. a document instructing message drafters and releasers to review all messages to insure the need for electrical transmission

d. a message indicating the reissuance or extension of a general message in a series

6. The _____ of a message has the authority to cancel that message.

a. drafter

b. originator

c. releaser

d. processor

7. **Which of the following does <u>not</u> automatically cancel all message directives 90 days following the release date?**

   a. An earlier cancellation is provided for by the text

   b. A service message extends the cancellation date

   c. The originator reissues the message in standard directive format within 90 days of the release date

   d. A subsequent message extends the cancellation date

8. **Which one of the following MESSAGEFORMS indicates that time sensitive information is contained in the message?**

a.

JOINT MESSAGE FORM						SECURITY CLASSIFICATION SECRET				
PAGE	DTG RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LIMF	CIC	ORIG/MSG IDENT
	DATE/TIME	MONTH	YR	ACT	INFO					
01 of 01	201248Z	APR	83	RR		SSSS				1401248
BOOK	// ZPW 201248Z APR 83 MESSAGE HANDLING INSTRUCTIONS									

b.

JOINT MESSAGE FORM						SECURITY CLASSIFICATION SECRET				
PAGE	DTG RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LIMF	CIC	ORIG/MSG IDENT
	DATE/TIME	MONTH	YR	ACT	INFO					
01 of 01	201248Z	APR	83	RR		SSSS				1401248
BOOK	// ZNZ1 201248Z APR 83 MESSAGE HANDLING INSTRUCTIONS									

c.

JOINT MESSAGE FORM						SECURITY CLASSIFICATION SECRET				
PAGE	DTG RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LIMF	CIC	ORIG/MSG IDENT
	DATE/TIME	MONTH	YR	ACT	INFO					
01 of 01	201248Z	APR	83	RR		SSSS				1401248
BOOK	// ZZB1 201248Z APR 83 MESSAGE HANDLING INSTRUCTIONS									

9. **The approximate time allowed for delivery of an immediate message is ___ ____ minutes.**

   a. 15

   b. 30

   c. 45

   d. 60

10. **What is the precedence assigned to this MESSAGEFORM below?**

JOINT MESSAGE FORM						SECURITY CLASSIFICATION: SECRET				
PAGE	DTG RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMF	CIC	ORIG/MSG IDENT
01 of 01	DATE/TIME	MONTH	YR	ACT	INFO	SSSS				1401248
	201248Z	APR	83	OO						
BOOK	MESSAGE HANDLING INSTRUCTIONS									

a. Routine

b. Priority

c. Immediate

d. Flash

11. **What is the precedence assigned to this MESSAGEFORM below?**

JOINT MESSAGE FORM						SECURITY CLASSIFICATION: SECRET				
PAGE	DTG RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMF	CIC	ORIG/MSG IDENT
01 of 01	DATE/TIME	MONTH	YR	ACT	INFO	SSSS				1401248
	201248Z	APR	83	ZZ						
BOOK	MESSAGE HANDLING INSTRUCTIONS									

a. Routine

b. Priority

c. Immediate

d. Flash

12. **What is the correct plain language address format for the following information?**

Commander, Naval Telecommunications Command
Washington, D.C.

a. CMDR NAVAL TELECOM WASH DC

b. COMNAVTELCOM WASHINGTON DC

c. COMNAV TELECOM WASHINGTON DC

d. COMNAV TELCOM WASH DC

13. **What is the correct plain language address format for the following information?**

Commander Task Element 71.1.1.1

a. CMDR TE 71.1.1.1

b. COMTEL Seven one pt one pt one pt one

c. CTE SEVEN ONE PT ONE PT ONE PT ONE

d. COMTE SEVEN ONE PT ONE PT ONE PT ONE

14. **Which MESSAGEFORM correctly identifies delivery (during normal working hours) of an immediate precedence message addressed to the American Embassy in London?**

a.

JOINT MESSAGE FORM						SECURITY CLASSIFICATION: SECRET				
PAGE	DTG RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LIMF	CIC	ORIG/MSG IDENT
	DATE/TIME	MONTH	YR	ACT	INFO					
01 of 01	201248Z	APR	83	RR		SSSS				1401248
BOOK	MESSAGE HANDLING INSTRUCTIONS: IMMEDREQ AMEREMBASSY LONDON									

b.

JOINT MESSAGE FORM						SECURITY CLASSIFICATION: SECRET				
PAGE	DTG RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LIMF	CIC	ORIG/MSG IDENT
	DATE/TIME	MONTH	YR	ACT	INFO					
01 of 01	201248Z	APR	83	RR		SSSS				1401248
BOOK	MESSAGE HANDLING INSTRUCTIONS: IMMED REQ AMEMB LONDON									

c.

JOINT MESSAGE FORM						SECURITY CLASSIFICATION: SECRET				
PAGE	DTG RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LIMF	CIC	ORIG/MSG IDENT
	DATE/TIME	MONTH	YR	ACT	INFO					
01 of 01	201248Z	APR	83	RR		SSSS				1401248
BOOK	MESSAGE HANDLING INSTRUCTIONS: IMMDELREQ AMEMBASSY LONDON									

15. **The first word of the classification line must be one of the following except _____.**

a. UNCLAS

b. CONFIDENTIAL

c. CLAS

d. TOP SECRET

e. SECRET

16. A Navy unclassified message is marked FOUO (For Official Use Only), and is addressed to a DoD activity outside CONUS which is not part of the Navy and Marine Corps. How would the first part of the classification line be typed?

FROM: COMNAVTELCOM WASHINGTON DC
TO: CINCUSAREUR HEIDELBERG GE
____? ? _____ //NO2319//

a. UNCLAS FOUO

b. UNCLAS EFTO FOUO

c. UNCLAS E F T O FOUO

d. UNCLAS F O U O

17. How would the first part of the classification line of a Secret message requiring limited distribution be typed?

FROM: COMNAVTELCOM WASHINGTON DC
TO: CINCUSNAVEUR LONDON UK
____? ? _____ //NO2319//

a. SECRET

b. SECRET LIMDIS

c. S E C R E T LIM

d. S E C R E T LIMDIS

e. S E C R E T L I M D I S

18. "PERSONAL FOR" messages will not be _____.

a. readdressed

b. classified

c. quoted

d. assigned immediate precedence

19. Which of the following Navy originated messages requires a Standard Subject Identification Code (SSIC)?

a. Messages which contain special handling markings and service messages

b. CASREP/MOVREP/UNITREP messages containing the Navy's portion of the Joint Reporting System (JRS)

c. Messages addressed only to commercial firms or individuals via commercial refile

d. Messages using code or flag words exclusively to identify the subject

20. If a typing error is made in the headerlines of a MESSAGEFORM you _____ _____.

a. strike over it with the character erase symbol "blob" and type the correct character in the next space

b. correct it using correction fluid

c. correct it using self-adhesive correction tape

d. must start over with a new DD-173 MESSAGEFORM

21. Indicate which of the following messages is in correct format for a multiple action address.

a.
FROM: CNO WASHINGTON DC
TO: CINCLANTFLT NORFOLK VA
UNCLAS //N02319//
SUBJ: MULTIPLE ACTION ADDRESS
A. COMNAV TELCOM WASH DC 201248Z SEP 83

b.
FROM: CNO WASHINGTON DC
TO: CINCLANTFLT NORFOLK VA
UNCLAS //N02319//
SUBJ: MULTIPLE ACTION ADDRESS
A. COMNAVTELCOM WASHINGTON DC 201248Z SEP 83

c.
FROM: CNO WASHINGTON DC
TO: CINCLANTFLT NORFOLK VA
UNCLAS //N02319//
SUBJ: MULTIPLE ACTION ADDRESS
A. YOUR 201248Z SEP 83

22. After placing Top Secret material in a "burn bag" for central destruction you should _____.

a. identify the material, and indicate the number of copies destroyed and date on a record of destruction

b. request that the record of destruction be signed by the two officials responsible for destroying the Top Secret material

c. destroy the Top Secret material

d. inform the originator of document destruction

23. An inventory of all Top Secret materials must be conducted at least ____ _____.

a. once a day

b. once a month

c. once every 6 months

d. once a year

24. You are using CECMED indirect transmit procedures with transmit support through NAVCOMMSTA Rota, Spain. Receive from CENTRANS Six Fours will remain direct. You find that receive frequencies are good, but there are no communications on the teletype. What should you do first?

a. Check crypto equipment back to back

b. Check the signal path from the URA-17 to the TTY equipment

c. Search for a new receive frequency

d. Check the keylist and ensure correct day/edition

25. "EMCON", the selective management of electromagnetic, acoustic, and other emissions, specifically _____.

a. creates deliberate interference on a specific frequency or channel

b. minimizes detection by enemy sensors

c. establishes interference among enemy systems

d. silences military deception

26. The EMCON condition "TANGO" means _____.

a. total silence: no emission is authorized

b. launching and landing aircraft: essential operation is authorized for launching and recovering aircraft

c. timesharing: equipment is to be operated in accordance with the timesharing plan in effect between units of the force

d. active: sonars are to be operated in the active mode

27. **The EMCON condition "XRAY" means _____.**

a. guard: designated units are to operate equipment or maintain the the active mode

b. total silence: no emission is authorized

c. essential missions

28. **The EMCON condition "HOTEL" means _____.**

a. safety: equipment may be operated if it is essential to the safe conduct of operations

b. operation is directed: must be operated in the active mode

c. silence: no emissions are to be made except the standard occasions for breaking EMCON

d. helicopter operations: essential operations are authorized by units

29. **In the event the word is passed to "secure from men working aloft", and you still show them as active on your status board, what should you do?**

a. Proceed to the transmitter space and remove the "Man-Aloft" sign

b. Check with the Officer of the Deck (OOD) and conduct a visual inspection prior to lighting off any HF equipment

c. Sign a chit, indicating you have been notified that men are down from aloft

d. Check all circuits to ensure communications are re-established

30. **Determine how the following message should be transmitted.**

FROM: [illegible]AVTELCOM WASHINGTON DC

TO: CTF [illegible]X NINE

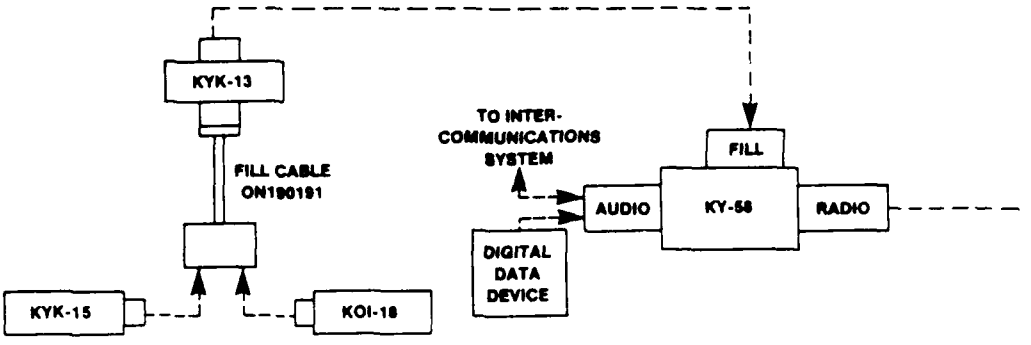
S E C R E T RELEASABLE TO FRANCE //NO2319//

a. Via WAU2 only

b. Via WAU2 and CUSIXS

c. Via CUSIXS only

USE THIS DIAGRAM TO ANSWER QUESTIONS 31 AND 32.



31. **You are about to load cryptovariables into the KY-58 from a KYK-13 electronic transfer device. What is the first step in the procedure?**

    a. Clear the alarm by pressing and releasing the Push-To-Talk (PTT) button

    b. Turn the KYK-13 mode switch to "ON"

    c. Turn the mode switch on the KY-58 to "C" (Cipher)

    d. Connect the KYK-13 to the KY-58 directly or with a fill cable

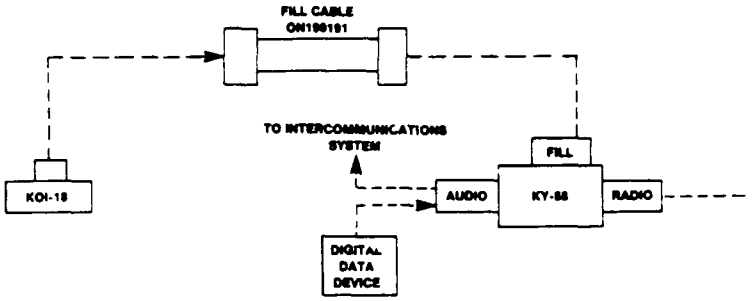
32. **You are loading cryptovariables into the KY-58 from a KYK-13 electronic transfer device. After turning the KY-58 mode switch to "LD" (load), a constant tone when entering the "LD" mode indicates _____.**

    a. a variable stored in the storage register

    b. an empty storage register

    c. a full register

33. You are loading cryptovariables into the KY-58 with a fill cable and the KOI-18 Tape Reader. As you pull the tape through the KOI-18 the "beep" cannot be heard in your handset. What should you do next?



a. Turn the KY-58 mode switch to "LD" (load), clear the alarms by pressing and releasing the Push-To-Talk (PTT) button, then pull the tape through the KOI-18 at a steady rate

b. Turn the KY-58 fill switch to the storage register to be filled, insert the tape leader into the KOI-18 slot marked "in", enter identifying information for the variable that was loaded on the KY-58 writing surface, then pull the tape through the KOI-18 at a steady rate

c. Press and release the PTT button, insert the tape leader into the KOI-18 slot marked "in", then pull the tape through the KOI-18 at a steady rate

d. Insert the tape leader into the KOI-18 slot marked "in", press and release the PTT button, then pull the tape through the KOI-18 at a steady rate

34. You are changing the roll tape on the AN/UGC-6. After orienting the roll paper and mounting the spindle in the spindle retainers, you _____ _____.

a. insert the spindle into a new roll of paper

b. push back on the spindle retainers

c. route the paper over the pressure bail

d. pull on the paper release lever

35. What are the next three steps after turning off the teletypewriter when changing the printer ribbon?

a. Disengage the printer ribbon from the ribbon rollers to reverse the levers and guides, remove the printer ribbon spools, and seat the printer ribbon spools on shaft pins

b. Lift the ribbon locks on the spools, seat the printer ribbon spools on shaft pins, and take up any ribbon slack

c. Wind the printer ribbon onto the spool, remove the printer ribbon spools, and disengage the printer ribbon from the ribbon rollers

d. Lift the cabinet dome, wind the printer ribbon onto the spool, and lift the ribbon locks onto the spool

36. When changing perforator tape, what are the three steps that immediately follow removing excess tape from the perforator?

a. Remove the tape spool with the tape container spindle from the tape container, insert the tape container spindle into the new perforator tape spool, and orient the tape spool and place it into the container

b. Ensure that the low tape switch lever rides on the outer edge of the perforator roll tape, insert the tape container spindle into the new perforator tape spool, and evenly tear the leading end of the perforator tape

c. Push the tape down under the die wheel until the tape is engaged by the feed wheel, ensure that the low tape switch lever rides on the outer edge of the perforator tape roll, and turn on the power

d. Insert the tape container spindle into the new perforator tape spool, evenly tear the leading end of the perforator tape, and feed the end from the base tape guide rollers on the loop into the tape chute

37. You would refer to the _____ manual for instructions on how to prepare DD-173 OCR Joint Message forms.

a. SOP

b. OPNAVINST

c. NTP3

d. NTP4

e. NWP4

38. You would refer to the _____ manual for instructions on how to conduct a fleet multichannel broadcast.

a. SOP
b. OPNAVINST
c. NTP3
d. NTP4
e. NWP4

39. You would refer to the _____ manual for instructions on how to verify an outgoing DD-173 message draft.

a. SOP
b. OPNAVINST
c. NTP3
d. NTP4
e. NWP4

40. You would refer to the _____ manual for a listing of call signs for ships.

a. ACP126
b. ACP113
c. ACP110
d. ACP112
e. ACP131

41. You would refer to the _____ manual for a listing of Procedural Signs (PROSIGNS).

a. ACP126
b. ACP113
c. ACP110
d. ACP112
e. ACP131

42. Old COMCEN messages are destroyed _____.

a. once a day
b. once a week
c. once a month
d. once a year

43. You are the file clerk in charge of maintaining the COMCEN File. An incoming message is classified as Top Secret. How should it be filed?

a. File a message filler under the original DTG in the COMCEN

b. File the original message under the original DTG in the COMCEN

c. Use a reproduced copy of the message as a filler and file it under the current DTG in the COMCEN

d. File the original message under the current DTG in the COMCEN

44. What are the last three steps in changing the roll paper on the AN/UGC-6?

a. Pull on the paper release lever, ensure that the ribbon is still in the ribbon holders, and route the paper outside the cabinet dome

b. Orient the roll of paper before mounting the spindle in the spindle retainers, pull the paper release lever, and turn on the power to test for proper operation

c. Ensure the ribbon is still in the ribbon holders, unlock the dome hinges, and close the dome

d. Route the paper to the outside of the cabinet dome, close the cabinet dome by unlocking the dome hinges, and turn on the power to test for proper operation

45. Log entries of incoming messages should be made _____.

a. at the end of each day
b. after message screening is completed
c. only for those messages received as Top Secret
d. only for those messages that were corrected or serviced

46. The Selective Subject Line Method used for internal routing of messages includes all of the following procedures except to _____.

a. screen the message for a subject line
b. locate the subject line on an alphabetical listing
c. write the routing on a message copy
d. verify the presence of the Standard Subject Identification Code (SSIC)
e. pass the message to the reproduction clerk

47. When verifying message essentials, certain parts of the message may not be substantially changed without permission from the _____.

a. circuit operator
b. outrouter
c. drafter
d. tapecutter

48. An Optical Character Reader (OCR) is a(n)_____

a. device used to convert typewritten information into language that can be processed by a computer system
b. individual assigned to the task of proofreading outgoing messages
c. publication issued for aid in locating computerized message processing systems

49. When checking the classification line of a DD-173 OCR Joint Message form, classification designators must be _____.

a. in abbreviated form
b. underlined
c. typed with one space between each character
d. typed with two spaces between each character
e. handwritten

50. Downgrading and declassification markings on a DD-173 OCR Joint Messageform _____.

a. indicate delivery to a specific department or code
b. are used to verify unit and command titles and geographic locations
c. must be written in blue or black ink
d. are not normally used
e. must be applied to all classified messages except those addressed only to foreign addresses

51. The Command Guard List (CGL) is a list of_____.

a. corrections to communication publications
b. policy matters on naval communications
c. messages logged and filed by continuity number
d. addressees for whom your command or unit is responsible to process and distribute messages
e. specific and frequently recurring combination of action and/or information addressees

52. **Top Secret messages must be reproduced on pink or white paper with a distinctive _____ border.**

a. gold
b. black
c. navy
d. silver
e. red

53. **Information or material whose unauthorized disclosure could be expected to cause SERIOUS DAMAGE to National Security is classified as _____.**

a. Top Secret
b. Secret
c. Highly Confidential
d. Confidential
e. For Official Use Only (FOUO)

54. **At the change of watch of classified material, looseleaf materials require sight inventory and _____.**

a. pagechecks
b. verification of publication titles
c. verification of level of classification
d. a security check of the premise

55. **Any discrepancies found while conducting the inventory will be resolved _____.**

a. the next day when all appropriate personnel are present
b. prior to relieving the watch
c. after receiving approval for investigation of the discrepancy

56. **Unless otherwise directed, inventories may be destroyed_____.**

a. at the end of each watch
b. at the end of each day
c. after 30 days
d. at the end of each fiscal year

57. **Of the authorized methods for destruction of classified material the one that is most common at sea is _____.**

a. tearing and scattering
b. burning
c. wet-process pulping
d. shredding

58. Top Secret destruction records are retained for _____ year(s).

a. 1
b. 2
c. 3
d. 5
e. 10

59. Information which indicates strength of ground, air and naval forces in the U.S. and outside the U.S. is an example of _____ information.

a. Top Secret
b. Secret
c. Confidential
d. Unclassified

60. When patching communications equipment pieces together on an SB-1210/UGQ you must always _____.

a. plug into the hot side (loop) first
b. de-energize the cord
c. plug into the set after plugging into the hot side
d. patch the set to the loop

61. The SB-1203/UG Communication Patching Panel _____.

a. provides variable interconnection of cryptographic equipment to converters and transmitters
b. transfers remote control stations to a choice of radio transmitters
c. transfers the audio output of radio communication receivers to remote control station audio circuits
d. provides a maximum of seven (7) RF bands in the frequency spectrum between 14KH2 and 32 MH2 to 28 different receivers from a single antenna

62. To connect the RF patch cord on an SB-973/SRR Receiver Transfer Switchboard you _____.

a. pull back on the locking ring and withdraw the connector from the receptacle
b. push the locking ring forward, then straight up
c. pull back on the locking ring and hold while the cord is inserted on the receptacle
d. rotate the locking ring as far as it will go

63. The _____ patch panel provides variable interconnection between teletype(s) and cryptographic equipment.

a. SB-1203/UG
b. SB-1210/UGQ
c. SB-863/SRT
d. SB-973/SRR

64. _____ colored labels, also known as Out-of-Commission Labels, are used to identify instruments that are defective or isolated from the system.

a. White
b. Yellow
c. Orange
d. Red

65. The first step in performing preventive maintenance on equipment is to _____.

a. draw an MRC from the card deck for assigned maintenance
b. remove all tags
c. check the weekly PMS schedule for maintenance assignment
d. check the EGL for location of assigned equipment

66. The Tape Back Space function and the _____ are the two methods used to correct tapes on the AN/UGC-6.

a. reperforator
b. perforator
c. delete function
d. tab bar

67. The number of characters per line for teletype messages cannot exceed _____.

a. 57
b. 69
c. 83
d. 104

68. The internal routing method of providing a copy of the message to cognizant/selected departments and all other command departments and/or office codes is referred to as the _____ method.

a. Subject
b. Standard
c. Selective
d. Shotgun

69. The internal routing method of providing a copy of the message only to cognizant/selected departments for information purposes is referred to as the _____ method.

a. Subject
b. Standard
c. Selective
d. Shotgun

70. The Communications Center File contains a copy of filler of _____ _____.

a. all messages addressed to or originated by your command
b. all General Messages required by your command and a General Message Continuity Log
c. only those messages classified as Top Secret which originated by your command
d. only unclassified messages required by your command

71. Messages and fillers contained in the Communications Center File are filed in what order?

a. Alphabetically, by sending command
b. Numerically, by COMCEN number
c. Date-Time-Group (DTG)
d. According to the type of classification given to the message/filler

72. Messages are retained in the Communications Center (COMCEN) File for ____ _____.

a. 30 days
b. 60 days
c. 90 days
d. 6 months

73. When proofreading a prepared outgoing message and no errors are found, you should initial it and pass the message to the _____ for transmission.

a. circuit operator
b. outrouter
c. drafter
d. inrouter
e. tapecutter

74. **When loading classified material into an incinerator for destruction, you must not load it _____.**

a. beyond the top of the latch
b. higher than the centerline of the fire door
c. below the centerline of the fire door

75. **There is no requirement to maintain records of receipt, distribution, or disposition of material for _____ information.**

a. Top Secret
b. Secret
c. Confidential

76. **Classification markings on publications are stamped or printed _____ _____ on the front cover regardless of classification level.**

a. on the top and bottom, in the center
b. on the top only, in the center
c. on the bottom only, in the center
d. in the center

77. **_____ official(s) will be responsible for destroying Secret material and signing the record of destruction.**

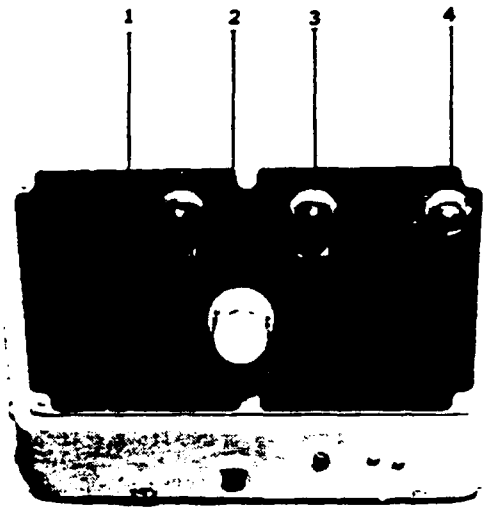
a. One (1)
b. Two (2)
c. Three (3)
d. Five (5)

78. **_____ is known as the traditional method for destroying classified material because destruction is complete and disposition of the remains is relatively simple.**

a. Tearing and scattering
b. Burning
c. Wet-process pulping
d. Shredding

79. **What is the name of #3 on a KWX-8 shown in this diagram?**

a. 1-Ready Indicator
b. 2-Send push-button
c. 3-P & I (Phase Indicator)
d. 4-Alarm Indicator



KWX-8

80. **When operating the SB-1210/UGQ Communication patching panel, the step after selecting the DC patch cord is to _____.**

a. energize the power supply
b. locate appropriate teletype and crypto equipment on patch panels
c. make patch
d. loop current adjustment

81. **_____ is(are) used for optimum operation of the SRA-12.**

a. Only the bottom output jack on each vertical row
b. Only the last output jack on each horizontal row
c. Both the top and bottom output jacks on each vertical row
d. Only the top output jack on each vertical row

82. **The loop current is adjusted to a level of _____ milliamps on selected channels for both the SB-1203 and the SB-1210 patch panels.**

a. 40
b. 60
c. 80
d. 100

83. A "hot" patch cord on an SB-1210/UGQ carries up to _____ milliamps of current.

a. 40
b. 60
c. 80
d. 100

84. _____ material must always be serialized.

a. Top Secret
b. Secret
c. Confidential
d. Unclassified

85. _____ is the second highest classification designation.

a. Restricted Data
b. Top Secret
c. Secret
d. Confidential

86. Only those individuals so directed by the _____ shall determine that material requires a secret designation.

a. Secretary of the Navy
b. COMSEC Officer
c. Chief of Naval Security
d. Chief of Naval Operations

87. An inventory is required _____ if aboard a command where a 24 hour watch is not maintained.

a. daily
b. weekly
c. monthly
d. yearly

88. _____ are the three most crucial factors in DD-173 Joint Message form preparation.

a. Alignment, margins, and delivery
b. Alignment, margins, and spacing
c. Corrections, margins, and spacing
d. Margins, delivery, and tabs

89. **A Broadcast Message Identifier is assigned to each broadcast message _____.**

a. to ensure proper operation of live broadcast channels
b. so that large areas are covered without delays
c. to maintain message continuity
d. for the cancellation of a transmission

90. **The internal routing/distribution (R/D) guide is maintained at the _____ position.**

a. circuit operator
b. tapecutter
c. outrouter
d. inrouter

91. **You are using the Selective Subject Line Method for internal routing of messages. What are the last two procedures used in this method after screening the message for the subject line and then locating the subject line on an alphabetical listing?**

a. Assign a Standard Subject Identification Code (SSIC) and pass the message to the reproduction clerk
b. Write the routing on a message copy and pass the message to the circuit operator
c. Write the routing on a message copy and pass the message to the reproduction clerk
d. Photocopy the routing and manually distribute the message to the appropriate individuals

92. **The assignment of precedence for a message is based on _____.**

a. urgency
b. the subject matter of the message
c. the order in which the message was received

93. **_____ is that designated precedence which is reserved for messages relating to situations which gravely affect the national forces or populace and which require immediate delivery to addressees.**

a. Priority
b. Immediate
c. Flash
d. Emergency command

94. The approximate time allowed for delivery of a priority precedence message is _____.

a. less than 10 minutes
b. 30 minutes
c. 3 hours
d. 6 hours

95. When preparing a message on a DD-173 Message form, there can be no more than _____ lines to each page.

a. 18
b. 20
c. 22
d. 25

96. All of the following are steps in preparing classified material for burning except to _____.

a. separate pages of any classified documents
b. unravel teletype rolls
c. break-up cassette style typewriter ribbons and remove the ribbon
d. include boxes or other bulky unclassified trash

97. When you are destroying classified material by burning and you notice that the fire extinguisher seals are broken, you should _____ _____.

a. notify the DCPO at the end of the day and request new fire extinguishers
b. notify the rest of the staff to be extra alert for fire hazards
c. notify the DCPO and stop further operation until new extinguishers are available
d. notify the DCPO that extra individuals are needed until new extinguishers are available

98. When preparing a message on a DD-173 Message form, numerical designations must be _____.

a. spelled out in the address
b. printed in Roman numerals
c. underlined
d. preceded by the classification code

APPENDIX F

ANSWER SHEET FOR GENERAL KNOWLEDGE TEST FOR NAVY RADIOMEN

NAME _____

SSN _____

RADIOMAN GENERAL KNOWLEDGE
ANSWER SHEET

Write your name and social security number at the top of this page. Then, fill in the bubble that corresponds with the best answer to each test question. **Do not make any other marks on this answer sheet.**

1.	(a)	(b)	(c)	(d)		19	(a)	(b)	(c)	(d)		37.	(a)	(b)	(c)	(d)	(e)
2	(a)	(b)	(c)	(d)		20	(a)	(b)	(c)	(d)		38.	(a)	(b)	(c)	(d)	(e)
3.	(a)	(b)	(c)	(d)	(e)	21.	(a)	(b)	(c)			39	(a)	(b)	(c)	(d)	(e)
4.	(a)	(b)	(c)			22	(a)	(b)	(c)	(d)		40	(a)	(b)	(c)	(d)	(e)
5.	(a)	(b)	(c)	(d)		23	(a)	(b)	(c)	(d)		41.	(a)	(b)	(c)	(d)	(e)
6.	(a)	(b)	(c)	(d)		24.	(a)	(b)	(c)	(d)		42.	(a)	(b)	(c)	(d)	
7	(a)	(b)	(c)	(d)		25	(a)	(b)	(c)	(d)		43.	(a)	(b)	(c)	(d)	
8	(a)	(b)	(c)			26.	(a)	(b)	(c)	(d)		44.	(a)	(b)	(c)	(d)	
9	(a)	(b)	(c)	(d)		27.	(a)	(b)	(c)			45.	(a)	(b)	(c)	(d)	
10.	(a)	(b)	(c)	(d)		28.	(a)	(b)	(c)	(d)		46.	(a)	(b)	(c)	(d)	(e)
11.	(a)	(b)	(c)	(d)		29.	(a)	(b)	(c)	(d)		47.	(a)	(b)	(c)	(d)	
12.	(a)	(b)	(c)	(d)		30	(a)	(b)	(c)			48	(a)	(b)	(c)		
13.	(a)	(b)	(c)	(d)		31.	(a)	(b)	(c)	(d)		49.	(a)	(b)	(c)	(d)	(e)
14.	(a)	(b)	(c)			32.	(a)	(b)	(c)			50	(a)	(b)	(c)	(d)	(e)
15.	(a)	(b)	(c)	(d)	(e)	33	(a)	(b)	(c)	(d)		51.	(a)	(b)	(c)	(d)	(e)
16	(a)	(b)	(c)	(d)		34	(a)	(b)	(c)	(d)		52.	(a)	(b)	(c)	(d)	(e)
17.	(a)	(b)	(c)	(d)	(e)	35	(a)	(b)	(c)	(d)		53	(a)	(b)	(c)	(d)	(e)
18	(a)	(b)	(c)	(d)		36	(a)	(b)	(c)	(d)		54	(a)	(b)	(c)	(d)	

Turn to back of answer sheet to complete the test.

55. (a) (b) (c)

56. (a) (b) (c) (d)

57. (a) (b) (c) (d)

58. (a) (b) (c) (d) (e)

59. (a) (b) (c) (d)

60 (a) (b) (c) (d)

61 (a) (b) (c) (d)

62. (a) (b) (c) (d)

63 (a) (b) (c) (d)

64. (a) (b) (c) (d)

65 (a) (b) (c) (d)

66 (a) (b) (c) (d)

67. (a) (b) (c) (d)

68 (a) (b) (c) (d)

69 (a) (b) (c) (d)

70. (a) (b) (c) (d)

71. (a) (b) (c) (d)

72 (a) (b) (c) (d)

73. (a) (b) (c) (d) (e)

74 (a) (b) (c)

75 (a) (b) (c)

76 (a) (b) (c) (d)

77 (a) (b) (c) (d)

78. (a) (b) (c) (d)

79. (a) (b) (c) (d)

80. (a) (b) (c) (d)

81. (a) (b) (c) (d)

82. (a) (b) (c) (d)

83. (a) (b) (c) (d)

84. (a) (b) (c) (d)

85. (a) (b) (c) (d)

86 (a) (b) (c) (d)

87 (a) (b) (c) (d)

88. (a) (b) (c) (d)

89 (a) (b) (c) (d)

90 (a) (b) (c) (d)

91. (a) (b) (c) (d)

92 (a) (b) (c)

93 (a) (b) (c) (d)

94 (a) (b) (c) (d)

95 (a) (b) (c) (d)

96 (a) (b) (c) (d)

97 (a) (b) (c) (d)

98 (a) (b) (c) (d)

APPENDIX G

BACKGROUND INFORMATION SHEET FOR NAVY RADIOMEN

BACKGROUND INFORMATION

1. Name: Last: _____ First: _____ MI: ____

2. Social Security Number: _____

(For items 3-5, see Left side of Service Record)

3. Sex (see Contract--yellow sheet): _____

4. Race (see Contract): _____

5. Most Recent Performance Evaluation (See Career Performance Data Flap):

Ship _____

Period _____

Reason _____

Rate _____

Knowledge _____

Reliability _____

Military Bearing _____

Personal Behavior _____

Directing _____

Overall _____

(For the remaining items, see Right side of Service Record)

6. ASVAB (See top of page 3):

Test Version _____

Date Administered _____

Scores:

If took ASVAB Test Version 8-14:		If took ASVAB Test Version 5-7:	
AFQT	_____	AFQT	_____
GS	_____	GI	_____
AR	_____	NO	_____
WK	_____	AD	_____
PC	_____	WK	_____
NO	_____	AR	_____
CS	_____	SP	_____
AS	_____	MK	_____
MK	_____	EI	_____
MC	_____	MC	_____
EI	_____	GS	_____
VE	_____	SI	_____
		AI	_____

7. 'A' School (See page 4, block 3):

Attended Yes _____ No _____

Completed Yes _____ No _____

Date Enrolled _____

Date Completed _____

Course Length _____

Final Mark _____

8. Highest Level Of Civilian Education Attained (See page 4, block 5, and also top of page 3):

1. Non-High School Graduate _____
2. GED _____
3. High School Graduate _____
4. Some College _____
5. Degree _____

9. Personnel Advancement Requirement/Performance Tests (See page 4, blocks 6 and 7):

Description	Date Completed
_____	_____
_____	_____
_____	_____
_____	_____

10. Advancement In Rating (See page 4, block 8, and page 10):

From	To	Effective Date	Computed Date
SR	RMSR	_____	_____
RMSR	RMSA	_____	_____
RMSA	RMSN	_____	_____
RM3	RM2	_____	_____
RM2	RM1	_____	_____
RM1	RMC	_____	_____
RMC	RMCM	_____	_____

11. Reduction In Rating (See page 4, block 8, or page 7, if applicable--Record will only have a page 7 if disciplinary action is taken):

From	To	Effective Date	Computed Date	Article

12. Record Of Off Duty and Voc/Tech Education (See page 4, block 9):

Course Title	School	Date Completed	Grade

13. Good Conduct Awards (page 4, block 10):

Award	Date

14. Decorations (page 4, block 11):

Award	Date

15. Campaign Service And Other Awards (See page 4, block 12):

Award	Date

16. Other Training (See page 4, block 13):

Type of Course	Duration	Date

17. PQS MET (See page 4, block 14):

Description	Date

18. Non Judicial Punishment (See page 7 or 13, if applicable):

Yes _____ No _____

Quantity _____

APPENDIX H

ADMINISTRATOR TRAINING OF PERFORMANCE RATING WORKSHOP PACKET

ERROR TRAINING PROGRAM--SUPV/PEER

The following is a script to be used after reading the instructions to the RM but before letting them begin the ratings. The use of categories versus areas depends on which rating will be first. When the performance category ratings are first, ignore the words in brackets. When the task performance ratings are first, use the words in brackets in place of the words referring to categories. This should be clear after you have studied the script. In some cases, all raters will be rating only a single RM. For these cases, cover only the first three rating errors and use the word 'three' (in parentheses) in place of the 'four'. This script is for supervisor and peer ratings and is inappropriate for self-ratings.

Before you begin to make your ratings, there are a few more things I want to go over with you. When rating the performance of others, there are a few errors we all have a tendency to make. I'm going to review with you four (three) of the more common errors, so that you will hopefully be able to avoid them when you make your performance evaluations.

The first error is called **HALO ERROR**. What this means is that you have a general good or bad impression of the person you're evaluating and this impression tends to influence all of your ratings of him or her. For example, let's say you are rating Joe Green. You feel that Joe is pretty good overall. So, you give him fairly high ratings on everything. For example, you might give him all 5s. Now, it is highly unlikely that any one person performs at the same level in all eleven performance categories [nine effectiveness areas]. The reason for this is because each category [area] is a relatively separate part of the job, and each radioman you are rating is likely to be strong in some categories [areas] and weak in others. What we want you to do is tell us about each radioman's **strengths and weaknesses**. In other words, in what categories [areas] does the person perform well and in what categories [areas] does the person perform less effectively?

A second error occurs when raters think about only the most recent incident they have observed when they are deciding on a rating. For example, let's say that last Friday Joe did something outstanding in the category Safety Mindedness [area Establish Systems]. So, when you get to that category [area], you remember that one incident and give Joe a high rating. However, what we want you to do is think about Joe's **most typical** performance in each category [area], and be sure that your rating reflects this, as opposed to only the last incident you can remember.

The third error that raters often make is to allow things that have nothing to do with job performance influence their ratings. For example, someone's family background or education or past experience may lead you to rate the person in certain ways--either high or low. Today, we want you to try and put anything that is not related to **actual** job performance out of your mind and to provide us with the most accurate and **objective** ratings that you can.

The last rating error I want to go over with you is called the **SAME LEVEL OF EFFECTIVENESS ERROR**. This is probably one of the most common rating errors made. What it means is that raters tend to give the exact same rating to **all** individuals on a given category [area]. So, for example, on Processing Messages [Circuit Operator] we might see ratings of 3 for everyone; then on Equipment Maintenance and Repair [Preventive Maintenance] we might see ratings of 5 for everyone, and so on. Just as it was unlikely that any one individual performs at the same level **across** the categories [job areas], it is equally unlikely that all of the individuals you are rating perform at the same level of effectiveness **within** a category [job area]. What I'm saying is that we not only want you to tell us about each **individual's** strengths and weaknesses, but we also want you to indicate differences **between** individuals who perform well in a given category [area] and those who perform less well in that category [area].

Now that I have gone through these four (three) errors, there is one final point I want to stress again: Call the ratings the way you see them. Although we don't want you to make rating errors, what is most important is that you rate each of the individuals accurately. For instance, you may feel that one of the people you're rating actually performs at the "4" level in several categories [areas]. If this is the case, then by all means, rate the individual in this way. However, when real differences exist, then your ratings should reflect these differences.

Are there any questions?

ADMINISTRATOR TRAINING PACKET

PERFORMANCE RATING WORKSHOPS

MATERIALS FOR THE PERFORMANCE RATING WORKSHOP

Supervisor/Peer

1. Overview - Privacy Act Notice
2. Performance Category Rating Booklets (1 for 5 ratees)
3. Guidelines for Task Performance Ratings
4. Task Performance Rating Booklets (1 for each ratee)

Performance Rating Workshop Schedules

Pencils

* * * * * * *

Knowledge Tests: 2 forms

PRIOR TO WORKSHOPS

- Meet the POC. Let him/her know who you are, where you're from, and how long you'll be there. You may want to provide the POC with the name of your hotel so s/he can reach you after hours in the event of an emergency. Ask the POC if/how often you should provide updates on the turnout, how well it's going, etc. Verify the phone number and ask who to leave messages with.

- Each day, write in the names of the raters and ratees in the day's booklets. BE SURE TO WRITE THE NAMES OF THE APPROPRIATE RATEES ON THE LAST PAGE OF THE PERFORMANCE CATEGORY BOOKLETS (IT FOLDS OUT). PUT THE NAMES IN THE SAME ORDER ON THE BACKGROUND INFORMATION PAGE AND THE RESPONSE SHEET PAGE. You should also write the rater's name on the front of the booklets.

- Know where the nearest phone, pop machine, restroom, and ashtray are. You'll get asked this frequently.

- Call each person one day before scheduled workshop to remind her/him of time and location.

- Be very familiar with the schedule.

- **STUDY THE MATERIALS.**

  NOTE: All tasks in the Task Performance booklet may generate a number of "N" (Note Part of Job or Cannot Rate) responses. This is OK.

- When "recruiting" raters, make certain they have observed the RM and are familiar with her/his performance. **THIS IS CRUCIAL!**

WORKSHOP FORMAT

0. Give the Overview to them as they arrive.

1. Introduce yourself.

2. Determine who is present.

   - You'll need to call the non-attendees at some point to remind/re-schedule. This is best done while people complete the ratings (if phone is near) or between workshops (if phone is not near).

   - Check names against schedule and indicate on schedule who did and did not attend.

   - If attendance is consistently awful, let POC know. S/he may have some influence. Worth a try, plus POC like to be kept informed.

3. Describe the project.

   "My company is working on a project with the Navy to investigate how the job performance of first-term Navy enlisted personnel is best assessed. We are constructing three types of job performance measures for first-term Navy radiomen: (a) hands-on measures, (b) written job knowledge tests, and (c) performance rating scales. All these materials are based on a set of critical job tasks for first-term radiomen as identified in a survey that some of you probably filled out."

   "The basic purpose of the project is to try out the different ways of assessing job performance so that we can determine which are most feasible and fair. Our recommendations will ultimately be used by the Navy in a future study to develop procedures for placing Navy recruits in jobs throughout the Navy. This future study will eventually develop a new test to supplement the ASVAB in assigning recruits to jobs."

   "The reason job performance measures are needed for such a study is that the Navy needs to investigate whether the test does what it is supposed to do. The Navy will administer the test to recruits and then later assess their job performance. It will look for correspondence between the two sets of scores; if people who do well on the test also do well on the job, and vice-versa (that is, people who do poorly on the test also do poorly on the job), then confidence is warranted that the test is useful for placing people into jobs."

   [A question may be raised about why we need a new test if we already have the ASVAB. Explain that the ASVAB was validated to predict how

well people did in training, and it does not necessarily follow from that that they will do well on the job.]

"The test will be developed in a future study. The study we are now conducting only addresses itself to how job performance is best measured. The radioman job was selected for this study as a prototype; eventually, the results will be applied to all Naval jobs."

[Someone may ask why the radioman job was selected. We don't know. Honest.]

"Today, I'm asking you to fill out the performance rating scales. You will read statements describing tasks RM perform. Then you will rate one or more RM [yourself] on these tasks. You have been chosen to make these ratings because you have observed the RM and are familiar with his/her performance."

"I want to make something clear at the start: We are not testing you. We are interested in learning about the radioman job, not about you [or your subordinates (peers)]. The data you provide will be kept confidential; it will only be used to evaluate our rating scales. The Privacy Act statement (on the Overview you received when you arrived) certifies this."

4. Read the Privacy Act.

   "You may keep this page if you like."

5. *"Any questions so far?"* Answer them.

6. Pass out the instructions.

   a. Performance Categories

      - Read page 1 aloud
      - Have them fill out SECTION I
      - For supervisor-peer, remind them to fill in the appropriate circle on page 3
      - Read SECTION II instructions, walking them through the example.
      - Have them fold out the last page; check to see that names you filled in are correct.
      - Discourage use of "N" (Not Part of Job or Cannot Rate).

7. Rater Error Training

   - Script is provided in the packet Steve Lammlein gave you.

8. Have them complete ratings for first form

9. When everyone is finished, collect booklets and make sure everything is filled in correctly.

10. Hand out second rating form. (Task performed)

11. Read instructions

    a. Task Performance Ratings

       - Read "Guidelines"
       - Discourage use of "N" (Not Part of Job or Cannot Rate)

         NOTE: You don't need to go through the error training again, but you may want to reiterate the errors discussed.

       - Discourage use of "N" (Not Part of Job or Cannot Rate).

12. Have them complete the ratings.

13. Collect the booklets and make sure everything is filled in correctly.

14. Debrief.

    - In particular, get any comments suggesting the scales need major revision. This should not be frequent - the scales have been repeatedly proclaimed "good" at previous workshops.

15. If someone else from their ship is scheduled later in the week, you might ask the RM to remind them.

16. Thank them profusely and send them away.

APPENDIX I

GUIDELINES FOR EVALUATING THE TASK PERFORMANCE OF FIRST-TERM NAVY RADIOMEN

GUIDELINES FOR EVALUATING THE TASK PERFORMANCE OF FIRST-TERM NAVY RADIOMEN

INTRODUCTION

This booklet contains the guidelines for assessing the performance of first-term Navy Radiomen (RM). It is designed to be used in conjunction with the separate rating form titled TASK PERFORMANCE RATING FORM FOR FIRST-TERM NAVY RADIOMEN. One of the rating forms will be filled out for each of the RM whose performance you are to evaluate; this booklet of guidelines is reuseable, however.

This booklet and the corresponding rating form are divided into two sections.

--Section I requests brief information about you and the RM you are rating.

--Section II involves several areas of job performance, tasks within each area, and statements defining the various aspects of effective performance for each of the tasks. In that section, you are to evaluate the RM's performance in each task and each job area.

There are separate directions for the two sections. Please read each set of directions before starting. When you fill out your ratings, only rate one RM at a time. That is, completely finish the evaluation for one RM before beginning another.

SECTION I: GENERAL INFORMATION

Section I of the rating form asks for information about yourself and the RM you are rating. Please print or check the appropriate answer for each item in Section I on the rating form.

SECTION II: JOB AREAS

This section of the rating form consists of nine job areas. Each area includes a title, one or more tasks, and a set of statements defining different aspects of effective performance in each task. These job areas and tasks were developed after a careful job analysis of the RM job and were approved by RM as representing valid job requirements.

Please make your ratings for each RM for each job area in three steps, as follows:

Step 1

First, for each task, think about all the times you know of when the RM you are rating has carried out the functions of that task. Then indicate how **frequently** the RM has demonstrated the behavior described in each statement illustrating effective performance in the task.

For example, consider the first task in Job Area A on the rating form, PERFORM INITIAL SETUP OF CRYPTO EQUIPMENT. Think about all the times the RM you are rating has performed initial setup of crypto equipment. Read the first statement illustrating effective performance in that task, "Properly sets external switches and other indicators on crypto equipment." Then determine which of the following ratings best describes the frequency with which the RM demonstrates the behavior described by the statement:

N = Not Part of Job or Cannot Rate

1 = Never or Rarely

2 = Occasionally

3 = Rather Frequently

4 = Almost Always

5 = Always

Write the rating (N or 1-5) corresponding to your choice in the space provided on the rating form. Make sure that you write the rating in the column headed by a copy of the above rating scale. Then rate the remaining statements in the same manner. If the behavior described in the statement is not relevant to this RM's job, or if you believe you have no basis for making a valid judgment, write "N" (Not Part of Job or Cannot Rate) in the space provided on the rating form. Whenever possible, rate the RM on each statement.

Step 2

Second, consider the **overall effectiveness** of this RM in carrying out the functions of the task. Evaluate the RM's performance **relative to other first-term RM.**

For example, consider once again the first task, PERFORM INITIAL SETUP OF CRYPTO EQUIPMENT. Decide how effectively this RM performs initial setup of crypto equipment compared with other first-term RM. Use the scale shown on the following page to describe the RM's effectiveness:

N = NOT PART OF JOB OR CANNOT RATE

1 = LEAST EFFECTIVE (approximately 1-10%)--Among the lowest 10% of first-term RM.

2 = LESS EFFECTIVE (approximately 11%-33%)--Less effective than two-thirds of the first-term RM, but not among the lowest 10%.

3 = EFFECTIVE (approximately 34%-66%)--As effective as the middle third of first-term RM.

4 = MORE EFFECTIVE (approximately 67%-90%)--More effective than two-thirds of the first-term RM, but not among the top 10%.

5 = MOST EFFECTIVE (approximately 91%-100%)--Among the top 10% of first-term RM.

Write the rating corresponding to your choice in the appropriate space on the rating form. The last statement listed for each task is for the overall effectiveness rating for that task. As in Step 1, use the rating "N" if the task area is not part of this RM's job, or if you believe you have nc basis for making the rating. Whenever possible, rate each RM on each task.

Step 3

Third, for each job area, consider the **overall effectiveness** of this RM in performing all the functions within that job area. Evaluate the RM's performance **relative to other first-term RM.**

For example, consider the first job area, ESTABLISH SYSTEMS. Decide how effectively this RM establishes systems compared to other first-term RM. To make this rating, use the scale shown in Step 2. Write the rating corresponding to your choice in the appropriate space on the rating form.

At the end of each job area is the statement for the overall effectiveness rating for that area. Whenever possible, rate each RM on each job area.

Thus, you are to make three kinds of ratings for each of nine job areas in Section II. First, rate how **frequently** the RM's behavior is observed to correspond to each of the statements describing effective performance for a task within a job area. Second, rate the RM's **overall effectiveness** for that task. Third, rate the RM's **overall effectiveness** for that job area. Go through the list of job areas, tasks, and statements item by item and mark each rating on the rating form in the appropriate column.

Remember, everyone has strengths and weaknesses. Be sure to reflect these in your ratings.

APPENDIX J

TASK PERFORMANCE RATING FORM FOR FIRST-TERM NAVY RADIOMEN

SECTION I: GENERAL INFORMATION

Please print the following:

Your Name: _____ (Last First)

Today's Date: _____ (Day Month Year)

Name of RM You Are Rating: _____ (Last First)

Your Current Duty Assignment (check one):

_____Ship

_____Shore Station

Pay Grade of the RM You Are Rating (check one):

_____E-3

_____E-4

_____E-5

_____E-6

_____Other (Specify:_____)

Approximate length of time you have observed this RM on the job (check one):

_____ 3 months or less

_____ 3-6 months

_____ 6-12 months

_____ 1 year or more

How confident are you that you know this RM's job performance (check one):

_____ Confident

_____ Fairly Confident

_____ Not Very Confident

_____ Not At All Confident

(Section II Begins On The Next Page)

SECTION II: JOB AREAS AND TASKS

FREQUENCY

N = NOT PART OF JOB OR CANNOT RATE
1 = NEVER OR RARELY
2 = OCCASIONALLY
3 = RATHER FREQUENTLY
4 = ALMOST ALWAYS
5 = ALWAYS

OVERALL EFFECTIVENESS

N = NOT PART OF JOB OR CANNOT RATE
1 = LEAST EFFECTIVE (APPROX. 1-10%)
2 = LESS EFFECTIVE (APPROX. 11-33%)
3 = EFFECTIVE (APPROX. 34-66%)
4 = MORE EFFECTIVE (APPROX. 67-90%)
5 = MOST EFFECTIVE (APPROX. 91-100%)

JOB AREA A: ESTABLISH SYSTEMS

Perform Initial Setup Of Crypto Equipment

1. Properly sets external switches and other indicators on crypto equipment. ☐
2. Safeguards against tempest hazards when performing initial setup of crypto equipment. ☐
3. Allows proper warm-up time for crypto equipment. ☐
4. Insures that proper key material (cards, lists) is used in crypto equipment. ☐
5. Properly sets keying material codes with ancillary equipment. ☐
6. Conscientiously follows security procedures relevant to crypto equipment. ☐
7. Conducts thorough alarm checks on crypto equipment and interprets the alarms and indications correctly. ☐
8. Performs proper back-to-back/loop back in-house checks on crypto equipment where appropriate. ☐
9. Effectively troubleshoots crypto problems as they occur during initial setup. ☐
10. Performs on-line checks on crypto equipment to insure communications have been established. ☐
11. OVERALL EFFECTIVENESS at performing initial set-up of crypto equipment. ☐

Perform Initial Setup Of Teletypes

1. Insures that set-up switches (e.g., on-line/test, range, baud rate or words per minute) are correctly set on teletype. ☐
2. Insures that sufficient supplies of paper, ribbon, and paper tape are correctly placed in teletype equipment at setup. ☐
3. OVERALL EFFECTIVENESS at performing initial set-up of teletypes. ☐

Patch Communications Equipment Pieces Together

1. Follows safety procedures when patching equipment (e.g., sets to loop, avoids obviously defective cords, etc.). ☐
2. Uses communications plan and status board to select equipment that meets system requirements (e.g., high power transmitter for long haul circuits, antennas, etc.). ☐
3. Correctly patches associated equipment together. ☐
4. Performs appropriate quality control checks while setting up systems. ☐
5. OVERALL EFFECTIVENESS at patching communications equipment pieces together. ☐

OVERALL EFFECTIVENESS AT ESTABLISHING SYSTEMS. ☐

FREQUENCY	OVERALL EFFECTIVENESS
N = NOT PART OF JOB OR CANNOT RATE 1 = NEVER OR RARELY 2 = OCCASIONALLY 3 = RATHER FREQUENTLY 4 = ALMOST ALWAYS 5 = ALWAYS	N = NOT PART OF JOB OR CANNOT RATE 1 = LEAST EFFECTIVE (APPROX. 1-10%) 2 = LESS EFFECTIVE (APPROX. 11-33%) 3 = EFFECTIVE (APPROX. 34-66%) 4 = MORE EFFECTIVE (APPROX. 67-90%) 5 = MOST EFFECTIVE (APPROX. 91-100%)

JOB AREA B: BROADCAST OPERATOR

Screen Incoming Messages for Guard Requirements, Precedence, Security Classification, Etc. and Take Action as Appropriate

1. Detects messages addressed to command. ☐
2. Insures that incoming messages are complete and legible and takes appropriate action if they are not. ☐
3. Insures that messages are handled in a timely manner according to their precedence. ☐
4. OVERALL EFFECTIVENESS at screening incoming messages. ☐

Monitor Channel Number Continuity for Message Traffic

1. Carefully monitors channel numbers for continuity. ☐
2. Takes appropriate action in response to discrepancies in channel number continuity. ☐
3. OVERALL EFFECTIVENESS at monitoring channel number continuity for message traffic. ☐

OVERALL EFFECTIVENESS AT BROADCAST OPERATION. ☐

JOB AREA C: CIRCUIT OPERATOR

Change Paper/Ribbons on Teletypes and Printers

1. Keeps operating teletypes supplied with paper, ribbon, and tape. ☐
2. Correctly and safely installs paper, ribbon, and tape in teletype equipment as required during operations. ☐
3. OVERALL EFFECTIVENESS at changing paper/ribbons on teletypes and printers. ☐

Type/Format/Correct Messages on Teletype

1. Uses appropriate message formats on teletype. ☐
2. Accurately types messages in a timely manner on teletype. ☐
3. Correctly transcribes from handwritten drafts. ☐
4. OVERALL EFFECTIVENESS at typing/formatting/correcting messages on teletypes. ☐

OVERALL EFFECTIVENESS AT CIRCUIT OPERATIONS. ☐

FREQUENCY

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2 = OCCASIONALLY
3 = RATHER FREQUENTLY
4 = ALMOST ALWAYS
5 = ALWAYS

OVERALL EFFECTIVENESS

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1 = LEAST EFFECTIVE (APPROX. 1-10%)
2 = LESS EFFECTIVE (APPROX. 11-33%)
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5 = MOST EFFECTIVE (APPROX. 91-100%)

JOB AREA D: PREVENTIVE MAINTENANCE

Perform Preventive Maintenance on Receivers (Using MRCs)

1. Selects proper and current MRCs when performing preventive maintenance on receivers. ☐
2. Carefully and completely follows step-by-step maintenance instructions on MRCs when performing preventive maintenance on receivers. ☐
3. Observes MRC safety and tag-out precautions when performing preventive maintenance on receivers. ☐
4. Takes appropriate follow-up action (e.g., notifies supervisor, completes paperwork, etc.) to record completion of maintenance or discrepancies found when performing preventive maintenance on receivers. ☐
5. Performs preventive maintenance on receivers according to schedule. ☐
6. OVERALL EFFECTIVENESS at performing preventive maintenance on receivers (using MRCs). ☐

Perform Preventive Maintenance on Transmitters (Using MRCs)

1. Selects proper and current MRCs when performing preventive maintenance on transmitters. ☐
2. Carefully and completely follows step-by-step maintenance instructions on MRCs when performing preventive maintenance on transmitters. ☐
3. Observes MRC safety and tag-out precautions when performing preventive maintenance on transmitters. ☐
4. Takes appropriate follow-up action (e.g., notifies supervisor, completes paperwork, etc.) to record completion of maintenance or discrepancies found when performing preventive maintenance on transmitters. ☐
5. Performs preventive maintenance on transmitters according to schedule. ☐
6. OVERALL EFFECTIVENESS at performing preventive maintenance on transmitters (using MRCs). ☐

Perform Preventive Maintenance

1. Selects proper and current MRCs when performing preventive maintenance. ☐
2. Carefully and completely follows step-by-step maintenance instructions on MRCs when performing preventive maintenance. ☐
3. Observes MRC safety and tag-out precautions when performing preventive maintenance. ☐
4. Takes appropriate follow-up action (e.g., notifies supervisor, completes paperwork, etc.) to record completion of maintenance or discrepancies found when performing preventive maintenance. ☐
5. Performs preventive maintenance according to schedule. ☐
6. OVERALL EFFECTIVENESS at performing preventive maintenance (using MRCs). ☐

OVERALL EFFECTIVENESS AT PREVENTIVE MAINTENANCE. ☐

FREQUENCY	OVERALL EFFECTIVENESS
N = NOT PART OF JOB OR CANNOT RATE 1 = NEVER OR RARELY 2 = OCCASIONALLY 3 = RATHER FREQUENTLY 4 = ALMOST ALWAYS 5 = ALWAYS	N = NOT PART OF JOB OR CANNOT RATE 1 = LEAST EFFECTIVE (APPROX. 1-10%) 2 = LESS EFFECTIVE (APPROX. 11-33%) 3 = EFFECTIVE (APPROX. 34-66%) 4 = MORE EFFECTIVE (APPROX. 67-90%) 5 = MOST EFFECTIVE (APPROX. 91-100%)

JOB AREA E: INROUTER/OUTROUTER

Use Routing Guide to Determine Distribution or Routing of Incoming Messages

1. Correctly advance routes high precedence and sensitive matter (e.g., AMCROSS, SAR) traffic according to command policy. ☐
2. Insures correct routing of messages by subject matter and/or routing guide. ☐
3. Insures that messages are routed/distributed consistent with their classification. ☐
4. Takes appropriate action in routing messages when routing guide does not apply. ☐
5. Marks and handles classified messages appropriately. ☐
6. OVERALL EFFECTIVENESS at using routing guide to determine distribution or routing of incoming messages. ☐

Recognize and Properly Comply With Special Message Handling Procedures ("Personal For", limited distribution, high precedence, etc.)

1. Detects and appropriately reacts to message classification and special handling instructions. ☐
2. OVERALL EFFECTIVENESS at recognizing and properly complying with special message handling procedures. ☐

Route Classified Messages (Excluding CMS) to Appropriate Personnel

1. Correctly serializes and logs secret and top secret traffic when routing. ☐
2. Insures minimum disclosure when routing secret or top secret traffic. ☐
3. Routes secret messages according to read board. ☐
4. Provides disclosure forms with secret or top secret traffic as required. ☐
5. Checks recipients' authorizations to pick up message traffic. ☐
6. Obtains signatures on disclosure forms as required before releasing secret or top secret traffic. ☐
7. OVERALL EFFECTIVENESS at routing classified messages (excluding CMS) to appropriate personnel. ☐

Prioritize Outgoing Messages According To Precedence and Time of Receipt

1. Processes outgoing messages according to precedence and time of receipt (e.g., first in-first out). ☐
2. OVERALL EFFECTIVENESS at prioritizing outgoing messages according to precedence and time of receipt. ☐

OVERALL EFFECTIVENESS AS INROUTER/OUTROUTER. ☐

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4 = ALMOST ALWAYS
5 = ALWAYS

OVERALL EFFECTIVENESS

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3 = EFFECTIVE (APPROX. 34-66%)
4 = MORE EFFECTIVE (APPROX. 67-90%)
5 = MOST EFFECTIVE (APPROX. 91-100%)

JOB AREA F: PROOFREADER

Verify Outgoing Messages on DD-173 for Completeness, Accuracy, Format, and Releasing Signature

1. Conscientiously checks to see that applicable message components (e.g., precedence, classification, paging instructions, releasing signature, etc.) are correctly recorded and properly formatted on DD-173 forms.
2. Processes DD-173 forms in an efficient and timely manner.
3. Verifies releasing signature authorization according to command policy.
4. Verifies addressees against plain language address designators.
5. Is alert to stains, stray marks, creases, etc. that will impede scanning.
6. Checks alignment of DD-173 forms.
7. OVERALL EFFECTIVENESS at verifying outgoing messages on DD-173 for completeness, accuracy, format, and releasing signature.

Proofreads Outgoing Messages Prior to Transmission

1. Conscientiously checks to see that precedence, classification, etc. are correct and properly formatted.
2. Correctly and efficiently reads paper tape to verify conversion from hard copy to tape and to verify start- and end-of-message functions.
3. Detects typos, misspellings, etc. and takes appropriate action when they are found.
4. Proofreads in an efficient and timely manner and according to proper speed of service objectives.
5. OVERALL EFFECTIVENESS at proofreading outgoing messages prior to transmission.

Select/Use Relevant General Communications Publications, Instructions, and Directions

1. Conducts proper inventories of publications.
2. Consults publications, instructions, and directions to obtain relevant job information.
3. Selects correct publications, instructions, and directions to obtain information about assigned tasks.
4. Verifies that publications, instructions, and directions used are up-to-date.
5. Comprehends and correctly interprets information in publications, instructions, and directions.
6. Returns publications to proper location after use.
7. OVERALL EFFECTIVENESS at selecting/using relevant general communications publications, instructions, and directions.

OVERALL EFFECTIVENESS AT PROOFREADING.

FREQUENCY

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2 = OCCASIONALLY
3 = RATHER FREQUENTLY
4 = ALMOST ALWAYS
5 = ALWAYS

OVERALL EFFECTIVENESS

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4 = MORE EFFECTIVE (APPROX. 67-90%)
5 = MOST EFFECTIVE (APPROX. 91-100%)

JOB AREA G: FILE CLERK

Maintain Communications Center Message Files

1. Insures that all incoming and outgoing messages are maintained in files. ☐
2. Correctly files messages (e.g., date-time-group, serial numbers, etc.). ☐
3. Conscientiously files incoming and outgoing message logs with the appropriate traffic. ☐
4. Keeps material on file for appropriate length of time. ☐
5. OVERALL EFFECTIVENESS at maintaining communications center message files. ☐

OVERALL EFFECTIVENESS AS FILE CLERK. ☐

JOB AREA H: DISTRIBUTION CLERK

Manually Route Messages to Appropriate Destinations (e.g., Slot Messages, Post on Read Board, Etc.)

1. Reproduces the correct number of messages as indicated by assigned routing. ☐
2. Insures that message copies are legible, complete, and collated correctly. ☐
3. Insures that messages are slotted/distributed in accordance with routing. ☐
4. OVERALL EFFECTIVENESS at manually routing messages to appropriate destinations. ☐

OVERALL EFFECTIVENESS AS DISTRIBUTION CLERK. ☐

FREQUENCY

N = NOT PART OF JOB OR CANNOT RATE
1 = NEVER OR RARELY
2 = OCCASIONALLY
3 = RATHER FREQUENTLY
4 = ALMOST ALWAYS
5 = ALWAYS

OVERALL EFFECTIVENESS

N = NOT PART OF JOB OR CANNOT RATE
1 = LEAST EFFECTIVE (APPROX. 1-10%)
2 = LESS EFFECTIVE (APPROX. 11-33%)
3 = EFFECTIVE (APPROX. 34-66%)
4 = MORE EFFECTIVE (APPROX. 67-90%)
5 = MOST EFFECTIVE (APPROX. 91-100%)

JOB AREA I: SECURITY PROCEDURES

Inventory Classified Materials (Excluding CMS)

1. Conducts required inventories of assigned classified materials at the prescribed times. ☐
2. Physically sights or accounts for assigned classified materials, page checking as necessary, when conducting inventory. ☐
3. Properly stores classified materials following inventory. ☐
4. OVERALL EFFECTIVENESS at inventorying classified materials (excluding CMS). ☐

Destroy Classified Materials (Excluding CMS)

1. Carefully safeguards the security of materials to be destroyed. ☐
2. Thoroughly destroys classified material using approved methods of destruction. ☐
3. Only destroys material that is appropriate for destruction (e.g., past destruction or supercession date). ☐
4. Properly logs classified material as it is stored, transported, and destroyed. ☐
5. Insures verification/witnessing of destruction of classified materials according to directions. ☐
6. OVERALL EFFECTIVENESS at destroying classified materials (excluding CMS). ☐

OVERALL EFFECTIVENESS AT SECURITY PROCEDURES. ☐

APPENDIX K

PERFORMANCE CATEGORY RATING FORM FOR FIRST-TERM NAVY RADIOMEN

PERFORMANCE CATEGORY RATING FORM FOR FIRST-TERM NAVY RADIOMEN

CONTENTS

This booklet contains the following sections:

--Section I requests general information about you and the RM you are rating.

--Section II asks you to rate each RM in each of 11 performance categories.

--Section III asks for a summary judgment of effectiveness for each RM you are evaluating.

Separate directions precede each section. Please read each set of directions carefully and mark your ratings directly in this booklet.

Thank you very much for giving this your careful attention.

SECTION I: GENERAL INFORMATION

Please print the following:

Your Name: Today's Date:

_____ _____

Last First Day Month Year

Your Pay Grade (check one):

_____E-3

_____E-4

_____E-5

_____E-6

_____E-7

_____E-8

_____E-9

_____Other (Specify:_____)

Your Current Duty Assignment (check one):

_____Ship

_____Shore Station

Write in the names of the RM you are rating on the lines provided. Then darken the appropriate circles opposite each RM's name.

Names of RM You Are Rating:	RM's Pay Grade						Your Position Relative To This RM			Length of Time You Have Observed This RM On The Job				How Confident Are You That You Know This RM's Job Performance			
	E-1	E-2	E-3	E-4	E-5	E-6	Peer	1st Line Supervisor	2nd Line Supervisor	3 Months or Less	3-6 Months	6-12 Months	1 Year or More	Confident	Fairly Confident	Not Very Confident	Not At All Confident
1._____	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2._____	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3._____	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4._____	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5._____	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

SECTION II: NAVY RADIOMAN PERFORMANCE CATEGORIES

This section contains 11 categories of performance for first-term Navy RM. The names of these categories are:

A. Equipment and System Operations
B. Circuit Communications
C. Processing Messages
D. Filing, Record Keeping, and Clerical Duties
E. Equipment Maintenance and Repair
F. Security Mindedness
G. Safety Mindedness
H. Acquiring and Using Technical Knowledge/Keeping Up-to-Date
I. Working With Others
J. Maintaining Living/Work Areas
K. Conscientiousness, Extra Effort, and Devotion to Duty

Take a moment now to look through Section II.

Notice that each of the 11 performance categories consists of the following three components:

1. General Definition of the Category. A detailed definition is provided immediately below the title of each performance category.

2. Performance Rating Standards. Work performance descriptions of RM performing at the LOW, AVERAGE, and HIGH levels are given under each heading. By reading these descriptions, you will be able to pinpoint how the job performance of each RM you are rating compares with each of these broad levels of performance.

3. Performance Examples. Examples of RM performance are provided to illustrate what is meant by performance that is at the LOW, AVERAGE, and HIGH level. These examples were drawn from written accounts of ineffective, average, and effective RM job performance provided by RM supervisors. The specific behavior described in the examples may not be relevant to the particular RM you are rating; rather they are provided to characterize the levels of performance that constitute different effectiveness levels for each rating category.

A seven-point rating scale ranging from 1 (Low) to 7 (High) is provided for each performance category. An additional rating option, N (Not Part of Job or Cannot Rate), is provided to the right of the scale. This option may be used if the behaviors described in the category definition and performance standards are not relevant to a particular RM's job, or if you feel you have no basis for making a valid judgment.

Suppose you are rating John Smith, Mary Jones, and Jerry Green. First, read the category definition, the performance rating standards, and the performance examples. Then decide which behaviors most closely match each RM's typical performance in the category. If you feel the performance standard on the "Low" end of the scale provides the best description of John Smith's typical performance, a "1" or "2" would be the correct rating. In the sample ratings shown at the bottom of the next page, the rater gave

Smith a 2. If you feel the middle performance standard best describes Mary Jones's typical performance, you should choose a "3", "4", or "5" as the rating. In the sample ratings the rater gave Jones a 5. If you feel the performance standard on the "High" end of the scale most closely matches Jerry Green's typical performance, a rating of "6" or "7" should be chosen. In the sample ratings the rater gave Green a 7.

You may find that statements at more than one level describe the RM's performance in a particular category. As an example, both the AVERAGE statement (corresponding to "3", "4", or "5") and the HIGH statement (corresponding to "6" or "7") may describe the RM's behavior at various times. In this case, you must decide the fairest rating to give him or her. If you believe, for example, that the AVERAGE statement is the best descriptor of the RM's performance but that the HIGH level statement also describes his or her performance, a "5" might be the best rating.

THE MOST IMPORTANT PART OF THE ENTIRE RATING TASK IS FOR YOU TO READ ALL THE PERFORMANCE STANDARDS VERY THOROUGHLY SO THAT YOU HAVE A FIRM FIX ON THE KINDS OF BEHAVIORS THAT DEFINE DIFFERENT EFFECTIVENESS LEVELS WITHIN EACH CATEGORY.

The last page of your booklet folds outward to provide spaces for the names of the RM you are rating. These spaces line up with the rating scale at the end of each category. When you make your ratings, blacken the circle opposite each RM's name which contains the one number that best reflects his or her performance. Please do this for each of the 11 categories, rating all RM on Category A, then all RM on Category B, and so on. If the RM you are rating does not perform the behaviors described in the category definition and performance standards, or you believe you have no basis for making a valid judgment, darken the circle marked "N" (Not Part of Job or Cannot Rate). Whenever possible, rate each RM on each category.

Sample Ratings:

Write in the names of the RM you are rating.	How effective is each RM in this performance category?							
John Smith	①	●	③	④	⑤	⑥	⑦	Ⓝ
Mary Jones	①	②	③	④	●	⑥	⑦	Ⓝ
Jerry Green	①	②	③	④	⑤	⑥	●	Ⓝ
_____	①	②	③	④	⑤	⑥	⑦	Ⓝ
_____	①	②	③	④	⑤	⑥	⑦	Ⓝ

A. EQUIPMENT AND SYSTEM OPERATIONS

Operating and caring for equipment properly; being alert to equipment problems and taking appropriate response to them; performing operating maintenance such as reloading paper, ribbon, and tape, clearing jams, etc.; patching individual pieces of equipment together to form a system; preparing antennas for use; tuning transmitters and receivers; setting up crypto equipment and changing key material; loading computer tapes; performing start-up sequences; performing system checks; troubleshooting system problems.

1 2 — LOW

Sets up and adjusts equipment incorrectly; fails to conduct system checks according to procedures; fails to troubleshoot when problems occur; improperly replaces paper, tape, ribbon, or keying material; damages equipment through improper use.

EXAMPLES ILLUSTRATING LOW EFFECTIVENESS

- After completing crypto changes, this RM failed to check the equipment for proper operation. The equipment was inoperable for 30 minutes before the RM realized the crypto change had been done incorrectly.
- Because this RM skipped a number of vital steps while tuning a high frequency transmitter, a power amplifier burned out.

3 4 5 — AVERAGE

Sets up equipment and performs system checks with adequate speed and accuracy; troubleshoots most system problems in acceptable time; replaces paper, tape, ribbon, or keying material with minimal disruption of on-line circuits.

EXAMPLES ILLUSTRATING AVERAGE EFFECTIVENESS

- During a heavy volume of message traffic, this RM was assigned to reload paper in a printer. He secured the power to the printer and correctly replaced the paper, returning the printer to service in a timely manner.
- Tasked to bring a new system on-line, this RM set up each piece of gear and performed necessary checks in a reasonable amount of time.

6 7 — HIGH

Sets up equipment and performs appropriate system checks quickly and accurately without supervision; troubleshoots even complex system problems rapidly; replaces paper, tape, ribbon, or keying material without taking down on-line circuits; responds quickly and appropriately when equipment malfunctions occur.

EXAMPLES ILLUSTRATING HIGH EFFECTIVENESS

- After the loss of an on-line transmitter, this RM quickly spared the system off to a standby transmitter. Then the RM troubleshot the transmitter that had failed and found that the circuit breaker had tripped. The RM reset the breaker and placed the unit in off-line spare status.
- Tasked to change 26 crypto cards, this RM correctly made the changes and checked each circuit back-to-back in minimal time. Message flow was able to proceed without hesitation between card changes.

How effective is each RM in this category?

①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ

B. CIRCUIT COMMUNICATIONS

Establishing and maintaining circuit communications; making circuit responses according to proper procedures; monitoring circuits to insure channel number continuity, message quality, etc. and taking appropriate corrective action as required; performing channel checks and other measures to insure circuit reliability; finding new frequencies as required; troubleshooting circuit problems.

1 2 LOW	3 4 5 AVERAGE	6 7 HIGH
Fails to monitor circuits for broadcast continuity; does not perform quality control checks on schedule; fails to take action when circuit outages occur; fails to use authorized language, signals, and procedures when making circuit responses; frequently leaves circuit unattended.	Conducts quality control checks at scheduled intervals; locates and switches to new frequencies with minimal disruption of broadcast; notifies technical control when circuit problems arise; makes circuit responses according to procedures.	Continuously monitors circuits to ensure broadcast continuity; locates and switches to alternate frequencies with no loss of broadcast; responds quickly and appropriately when circuit problems occur so that downtime is minimized.
EXAMPLES ILLUSTRATING LOW EFFECTIVENESS	**EXAMPLES ILLUSTRATING AVERAGE EFFECTIVENESS**	**EXAMPLES ILLUSTRATING HIGH EFFECTIVENESS**
• While running a high frequency, full period, ship-to-shore termination, this RM used plain language instead of authorized operating signals and prosigns.	• This RM conducted hourly checks of the high frequency channel according to procedures.	• This RM constantly monitored the ship/shore circuit on his own initiative to insure that it was usable. There was very little circuit outage as a result.
• This RM failed to notice when no traffic came over a circuit for over two hours. The ship missed approximately 150 messages in that time.	• This RM was operating a high frequency termination when she realized, after several attempts to communicate with the ship, that she had lost reception. She notified tech control, received a new frequency, and regained communication.	• While on duty at the fleet relay center, this RM noticed that the circuit was running garbled. The RM notified the ship to stop sending message traffic, then notified the supervisor of the situation. The problem was resolved immediately with minimal circuit loss.

How effective is each RM in this category?

①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ

C. PROCESSING MESSAGES

Screening messages for precedence, classification, special handling requirements, etc. and taking appropriate action as required; routing, copying, and distributing incoming messages; preparing and transmitting outgoing messages; typing messages according to proper formats; proofreading/verifying messages for accuracy, format, completeness, releasing authority, etc.; resolving discrepancies when messages are rejected by computer; cutting tapes; servicing messages.

1 2 — LOW

Ignores precedence level when processing messages; creates message backlogs; fails to respond to flash and immediate action messages within prescribed time limits; makes frequent errors when copying and distributing messages; fails to proofread messages prior to transmission; makes numerous errors when typing outgoing messages.

3 4 5 — AVERAGE

Processes messages accurately and in a timely manner; clears message backlogs in a moderate amount of time; generally meets time criteria when responding to immediate action messages; efficiently copies and distributes messages; adequately proofreads messages prior to transmission; types outgoing messages with acceptable speed and accuracy.

6 7 — HIGH

Processes messages quickly and accurately even when volume is high; clears large backlogs in minimal time; quickly and appropriately responds to immediate action and emergency messages; copies and distributes messages with maximum speed and accuracy; verifies format and checks for errors prior to accepting messages for transmission; quickly types outgoing messages and only rarely makes errors.

EXAMPLES ILLUSTRATING LOW EFFECTIVENESS

- While typing outgoing messages on ship, this RM made frequent errors. The messages often required retyping, so that message delivery was delayed.
- This RM failed to check the subject line of each message against the ship's routing guide. Consequently, messages were misrouted.

EXAMPLES ILLUSTRATING AVERAGE EFFECTIVENESS

- When assigned duties as a distribution clerk for delivery of message traffic, this RM kept up with incoming message flow. The RM insured that all messages were slotted to subscriber commands.
- This RM verified that messages were clear and legible, had correct addresses, and were assigned the station serial number before submitting them for release.

EXAMPLES ILLUSTRATING HIGH EFFECTIVENESS

- This RM received a high precedence, fast reaction message during an exercise. The RM immediately gave the message to the supervisor for response, and the drill was passed in less than the 5 minute time limit.
- This RM cleared a large backlog from the previous watch within two hours. Messages were sent out, actions were completed, and no further backlogs occurred while this RM was on duty.

How effective is each RM in this category?

①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ

D. FILING, RECORD-KEEPING, AND CLERICAL DUTIES

Filing and retrieving messages, reports, etc.; maintaining files; purging files and destroying materials as appropriate; maintaining and updating logs and status boards; preparing lists, reports, forms, etc.; conducting inventories and page checks of publications, instructions, bulletins, etc. and resolving discrepancies; making changes and corrections to publications and maintaining associated lists; maintaining supplies; processing records and funds for commercial traffic; performing miscellaneous typing such as reports, non-message forms, etc.

1 2 **LOW**

Consistently misfiles messages; inappropriately destroys files and messages; fails to hold publications inventory according to procedures; fails to maintain complete and accurate logs and status boards; fails to order supplies before existing stocks are depleted; orders the incorrect amount or type of supplies; improperly prepares reports; fails to collect correct funds for messages.

3 4 5 **AVERAGE**

Files messages in a timely manner and according to procedures; updates files and publications with few errors when assigned; performs publications inventory with acceptable thoroughness; adequately maintains logs and status boards; initiates procurement of supplies when levels run low; prepares and submits reports on schedule.

6 7 **HIGH**

Correctly files all messages and reports upon receipt; routinely reviews and updates files and publications on own initiative; conducts thorough inventory and page checks of all publications; maintains accurate and detailed logs and status boards; correctly anticipates supply needs and orders sufficient stock to meet demand.

EXAMPLES ILLUSTRATING LOW EFFECTIVENESS

- This RM failed to keep an accurate account of stock levels. The division ran out of teletype paper as a result.
- When assigned to file message traffic, this RM simply tossed all of the messages in the file box.

EXAMPLES ILLUSTRATING AVERAGE EFFECTIVENESS

- This RM prepared the monthly commercial traffic report on schedule. The report required only minor corrections.
- Assigned to update operation orders, this RM removed 20 obsolete pages and replaced them with new pages.

EXAMPLES ILLUSTRATING HIGH EFFECTIVENESS

- On her own initiative, this RM compiled lists of messages that were missing from the general message files and coordinated with the communications center to obtain them.
- During an exercise, this RM maintained a current and accurate log. The RM insured that all details were included.

How effective is each RM in this category?

①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ

E. EQUIPMENT MAINTENANCE AND REPAIR

Following proper preventive maintenance procedures; tagging out equipment properly; performing equipment inspections; being alert during routine maintenance to additional equipment problems requiring attention; using correct tools, parts, lubricants, solvents, etc.; performing maintenance according to schedule; repairing equipment when required.

1 2 — LOW

Fails to follow established preventive maintenance procedures; fails to perform routine checks and maintenance on schedule; improperly tags out equipment; incorrectly repairs and reasssembles equipment; damages equipment through the use of incorrect tools or materials, or through improper handling.

EXAMPLES ILLUSTRATING LOW EFFECTIVENESS

- While performing preventive maintenance on transceivers, this RM used the wrong type of lube oil. The transceivers would not function properly as a result.
- This RM incorrectly performed minor repairs to the base and gears of deck edge antennas. The gear wheel froze in place when the antennas were lowered for testing.

3 4 5 — AVERAGE

Follows established procedures and uses appropriate tools and materials when performing preventive maintenance; completes preventive maintenance in acceptable time; performs equipment checks and inspections at scheduled intervals; tags out equipment properly; repairs and assembles equipment with acceptable speed and accuracy.

EXAMPLES ILLUSTRATING AVERAGE EFFECTIVENESS

- Assigned to do preventive maintenance, this RM did the job completely, in order, and in acceptable time.
- This RM properly performed scheduled equipment inspections, noting any problems or discrepancies.

6 7 — HIGH

Performs preventive maintenance thoroughly, quickly, and on or ahead of schedule; is alert to additional equipment problems when performing routine maintenance and responds appropriately; correctly repairs and reassembles equipment in minimal time; notes and corrects irregularities in PMS cards; initiates procurement of needed parts.

EXAMPLES ILLUSTRATING HIGH EFFECTIVENESS

- While cleaning an air filter during routine maintenance, this RM noticed some black marks on the inside of a transmitter. The RM reported this to maintenance personnel, who found and replaced some electronic parts that were arcing.
- After high winds broke a wire on an antenna, this RM took down the wire's aft end, repaired it, and reassembled the wire onto the antenna in minimal time.

How effective is each RM in this category?

①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ

F. SECURITY MINDEDNESS

Protecting the security of classified material against compromise; insuring proper handling, storage, and destruction of classified material; using secure communications procedures; distributing classified material only to appropriate persons; protecting security during delivery runs, visits by outside personnel, burn runs, etc.; limiting access to classified spaces.

1 2 — LOW

Allows unauthorized personnel to enter restricted areas; releases classified information to unauthorized departments or individuals; reveals classified information over unsecure circuits; compromises classified material by misplacing it or leaving it unguarded; leaves safes or security areas unlocked; does not properly secure classified material when transporting it; fails to follow established procedures when destroying classified material.

EXAMPLES ILLUSTRATING LOW EFFECTIVENESS

- When making a classified destruction run to the incinerator, this RM failed to properly secure the burn material in the transport vehicle. Some of the classified material fell out along the way.
- This RM failed to double-lock the radio central door when he left the area.

3 4 5 — AVERAGE

Checks access list before admitting personnel to restricted areas; usually verifies clearance levels and authorization of those receiving information; insures that classified material is placed in proper containers and is secured in transport; destroys classified material according to procedure with acceptable thoroughness.

EXAMPLES ILLUSTRATING AVERAGE EFFECTIVENESS

- When a customer requested a message, this RM verified that the message was addressed to the customer's command and that the individual had the necessary clearance level before releasing it.
- Assigned to shred classified waste, this RM performed the task with average thoroughness in an average amount of time.

6 7 — HIGH

Will not permit even high ranking personnel to enter restricted areas without authorization; thoroughly checks identification, authorization, and clearance level of persons who request classified information; performs periodic security checks and immediately alerts supervisor when a security breach occurs; securely locks all safes and restricted areas; accounts for all classified material in burn bags and insures that it is comp' ely destroyed.

EXAMPLES ILLUSTRATING HIGH EFFECTIVENESS

- When this RM was assigned to guard the main entrance of the message center, the CDO ordered the RM to let him in. Because the CDO did not have the proper authorization, the RM would not let him enter.
- Assigned as a watch stander in radio central, this RM noted that a safe was open and unattended. She notified the watch supervisor and guarded the safe until the supervisor arrived.

How effective is each RM in this category?

①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ

G. SAFETY MINDEDNESS

Adhering to safety procedures and taking appropriate safety precautions; conducting thorough safety inspections; being alert to safety violations and hazards and taking appropriate action in response to them; being skilled in first-aid and other emergency procedures and applying them as necessary.

1 2 — LOW

Fails to follow established safety procedures; does not perform scheduled safety checks; fails to notice and report safety hazards; inappropriately responds to emergencies; fails to use safety gear and equipment appropriately; endangers self and others through careless behavior.

EXAMPLES ILLUSTRATING LOW EFFECTIVENESS

- This RM was repairing a broken antenna cable about 90 feet above the water line. The RM climbed out on the yardarm without a safety line or safety harness.
- After flammable dry cleaning solvent was spilled in the teletype area, this RM lit a cigarette. A fire broke out that damaged the room and severely burned the RM.

3 4 5 — AVERAGE

Generally follows established safety procedures; consistently performs scheduled safety checks; notifies appropriate personnel when a safety hazard occurs; uses protective gear and equipment when required.

EXAMPLES ILLUSTRATING AVERAGE EFFECTIVENESS

- This RM properly conducted a scheduled safety inspection. The RM documented all discrepancies.
- This RM wore safety goggles when cleaning rust from an antenna.

6 7 — HIGH

Consistently follows established safety procedures; is alert to safety hazards at all times and takes appropriate action in response to them; reacts quickly and expertly in emergency situations; makes full and appropriate use of protective gear and equipment.

EXAMPLES ILLUSTRATING HIGH EFFECTIVENESS

- When a coworker experienced heart failure, this RM administered cardiopulmonary resuscitation (CPR) and instructed someone to notify a doctor. The man was revived.
- This RM noticed that someone was practicing Morse code with the high frequency transmitter on while there were men aloft. The RM quickly turned off the transmitter and notified the CDO.

How effective is each RM in this category?

①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ

H. ACQUIRING AND USING TECHNICAL KNOWLEDGE/KEEPING UP-TO-DATE

Staying knowledgeable and skilled in job responsibilities; seeking and using publications, SOP, instructions, manuals, etc. to perform job; seeking job information from others; pursuing opportunities to expand job knowledge and skills; qualifying for new positions/responsibilities.

1 2 — LOW

Attends only required training sessions; takes no interest in learning to operate new equipment or positions; fails to utilize reference materials, even when needed; allows skills to deteriorate; fails to qualify for new positions in acceptable time.

3 4 5 — AVERAGE

Attends formal and informal training sessions to gain proficiency on new equipment or positions; adequately utilizes reference materials to determine correct job procedures; practices rarely performed tasks to keep skills current; qualifies for new positions in average time.

6 7 — HIGH

Seeks additional training and experience on own initiative; asks appropriate questions, watches others, and reads publications to learn about unfamiliar jobs or equipment; quickly and effectively utilizes reference materials to find needed information; qualifies for new positions in minimum time.

EXAMPLES ILLUSTRATING LOW EFFECTIVENESS

- This RM's supervisor suggested that the RM read the SOP during slack duty hours. The RM did not do it, and lost a chance to learn how to perform the job the correct way.
- This RM failed to copy one hour of Morse code per watch despite being told to practice. His proficiency was degraded.

EXAMPLES ILLUSTRATING AVERAGE EFFECTIVENESS

- This RM utilized publications to determine the correct method for drafting service messages.
- This RM attended an informal training session to learn to operate a new technically sophisticated teletype machine.

EXAMPLES ILLUSTRATING HIGH EFFECTIVENESS

- This RM requested temporary duty aboard a ship in order to acquire professional training not available at the shore command.
- When assigned to a new ship, this RM made every effort to learn to operate any unfamiliar radio equipment. The RM watched closely when other personnel set up and worked the equipment, asked appropriate questions, and spent slack duty hours reading the operating manuals.

How effective is each RM in this category?

①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ

I. WORKING WITH OTHERS

Working with co-workers, supervisors, subscribers, etc. in a constructive, harmonious manner; helping out others on the job as appropriate; keeping others informed of relevant job information; preparing training and training others; monitoring progress of trainees and insuring that training requirements are met; delegating duties as appropriate; supervising others.

1 2 LOW	3 4 5 AVERAGE	6 7 HIGH
Is impatient when assisting new personnel; provides vague, confusing, or inadequate information to trainees; may be abusive and rude to customers and coworkers; fails to keep subordinates on task.	Is willing to assist new personnel; adequately presents training material; is courteous and professional when dealing with customers; keeps subordinates on task; works constructively with coworkers.	Volunteers to assist new personnel in learning their positions; presents training material clearly and thoroughly; quickly resolves customer complaints or questions; designs programs for subordinates and even creates competitions to increase subordinates' morale.
EXAMPLES ILLUSTRATING LOW EFFECTIVENESS	**EXAMPLES ILLUSTRATING AVERAGE EFFECTIVENESS**	**EXAMPLES ILLUSTRATING HIGH EFFECTIVENESS**
• When explaining the operation and setup of a circuit to new personnel, this RM began to discuss another circuit which was not involved. The new personnel were confused and required retraining.	• When working the message pick up window, this RM was pleasant and helpful to customers.	• This RM took responsibility for assisting new personnel. The RM showed the personnel all necessary equipment, demonstrated its use, assisted in hands-on training, and answered all questions.
• This RM was rude and curt to customers when they requested messages.	• Left in charge when the supervisor stepped out for a meeting, this RM kept all subordinates on task. No backlogs occurred during the supervisor's absence.	• After learning how to operate and control a new piece of equipment, this RM taught others how to do it as well. The RM explained the manuals so that others understood.

How effective is each RM in this category?

①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ

J. MAINTAINING LIVING/WORK AREAS

Keeping work and living areas orderly and clean; cleaning floors, decks, etc.; performing field day cleanup tasks.

1 2 — LOW

Fails to perform routine cleanup tasks; uses improper solvents, materials, or procedures when cleaning living and work areas; frequently omits essential steps when performing field day cleanup; fails to complete assigned housekeeping tasks on schedule.

EXAMPLES ILLUSTRATING LOW EFFECTIVENESS

- This RM was tasked to clean the passageways and take out the trash. She took out the trash but did not clean the passageways before reporting that the job was completed.
- This RM used the wrong solvent to clean the deck, causing the wax to become sticky and mix with the dirt.

3 4 5 — AVERAGE

Cleans and maintains living and work areas when instructed; keeps areas moderately clean and orderly; uses appropriate cleaning materials and follows established procedures; completes field day cleanups in a reasonable amount of time.

EXAMPLES ILLUSTRATING AVERAGE EFFECTIVENESS

- This RM was tasked to clean up divisional spaces. The RM used all appropriate cleaning materials and solvents to complete the task.
- Assigned to clean the passageways, this RM stripped the deck, cleaned the overheads, and wiped the bulkheads according to procedures. The task was completed by the deadline.

6 7 — HIGH

Cleans and maintains living and work areas without supervision; keeps areas spotless even when they are difficult to clean; completes field day cleanups well ahead of deadline.

EXAMPLES ILLUSTRATING HIGH EFFECTIVENESS

- This RM was tasked to do a complete field day of a loading dock area. Although the task was not supervised, the RM did an excellent job.
- In preparation for an inspection, this RM stripped and waxed the deck, used a low pressure hose to blow out dust from the overhead, polished all the bright work, and touch painted the faded spots on the bulkhead.

How effective is each RM in this category?

①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ

K. CONSCIENTIOUSNESS, EXTRA EFFORT, AND DEVOTION TO DUTY

Reporting on time and fit for duty; putting in effort to get jobs/assignments done; volunteering for duties; working long hours or in unpleasant conditions as necessary; behaving in a controlled, professional manner; presenting appropriate appearance and uniform; respecting authority of chain-of-command.

1 2 **LOW**

Reluctant to work extra hours; frequently arrives late for duty; reports for duty poorly groomed or unfit to perform; fails to keep uniform up to standards; fails to notify command when unable to report for duty; fails to conduct him/herself in a professional manner.

3 4 5 **AVERAGE**

Works extra hours when necessary; reports on time and fit for duty; works to keep uniform up to standards; notifies command when unable to report for duty.

6 7 **HIGH**

Volunteers to work inconvenient or long hours when needed; reports early for duty to ensure a smooth work transition; is always appropriately groomed; utilizes slack duty hours productively.

EXAMPLES ILLUSTRATING LOW EFFECTIVENESS

- This RM arrived at inspection in an unpressed uniform and in need of a haircut.
- While on liberty, this RM was picked up by local authorities for drunk driving and was unable to report for duty.

EXAMPLES ILLUSTRATING AVERAGE EFFECTIVENESS

- This RM worked for a week to bring her dress uniform up to standards for an inspection.
- When this RM had car trouble returning from leave, he notified the command that he would be late for work.

EXAMPLES ILLUSTRATING HIGH EFFECTIVENESS

- When there were not enough personnel to handle high message volume, this RM volunteered to come on duty to work equipment.
- During slack duty hours, this RM developed a new route and schedule for delivering message traffic to outlying sites.

WHEN YOU ARE FINISHED MAKING THESE RATINGS,

GO ON TO THE NEXT PAGE

How effective is each RM in this category?

①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ
①	②	③	④	⑤	⑥	⑦	Ⓝ

SECTION III: OVERALL EFFECTIVENESS

The scales you have just made ratings on represent 11 different areas important for effective performance as a first-term RM. This scale asks you to rate the <u>overall effectiveness</u> of each RM, taking into account performance on all 11 categories.

Please read the description below of <u>overall</u> RM effectiveness and then rate how effective each RM is in this category by blackening the circle containing the appropriate number.

1 2	3 4 5	6 7
<u>LOW</u>	<u>AVERAGE</u>	<u>HIGH</u>
Performs poorly in important effectiveness areas; does not meet standards and expectations for adequate first-term RM performance.	Adequately performs in important effectiveness areas; meets standards and expectations for adequate first-term RM performance.	Performs excellently in all or almost all effectiveness areas; exceeds standards and expectations for first-term RM performance.

How effective is each RM overall?

①	②	③	④	⑤	⑥	⑦
①	②	③	④	⑤	⑥	⑦
①	②	③	④	⑤	⑥	⑦
①	②	③	④	⑤	⑥	⑦
①	②	③	④	⑤	⑥	⑦

Write in the names of the RM you are rating.

1. _____

2. _____

3. _____

4. _____

5. _____

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